DOCUMENT RESUME

ED 251 084 IR 050 906

TITLE	Gifts & Exchange Functions. SPEC Kit 28.
INSTITUTION	Association of Research Libraries, Washington, D.C. Office of Management Studies.
PUB DATE	Aug 76
NOTE	133p.; Best copy available.
PUB TYPE	Collected Works - General (020) -- Legal/Legislative/Regulatory Materials (090) -- Reports - Research/Technical (143)
EDRS PRICE	MF01/PC06 Plus Postage.
DESCRIPTORS	*Academic Libraries; Annual Reports; Higher Education; Library Surveys; *Library Technical Processes; Methods; *Occupational Information; *Policy; Position Papers; *Research Libraries; Tables (Data)
IDENTIFIERS	*Gifts and Exchange Functions

ABSTRACT

This collection contains data from a 1976 survey on organization, staffing, and operation of the gifts and exchange functions of member libraries of the Association of Research Libraries (ARL) and 26 primary source documents. Source documents in the kit include: (1) annual reports from Columbia University, University of North Carolina, and Ohio State University; (2) policies for the gifts and exchange functions from Columbia University, University of Alberta, Ohio State University, University of Pittsburgh, and Purdue University; (3) procedures for gifts and exchange functions from Georgetown University, Indiana University, McGill University, University of Massachusetts, Notre Dame University, Stanford University ("Barter Exchange--Ordering From Publishers" and "Receipt, Acknowledgement, and Disposal"), Tulane University, University of Utah, University of Virginia ("Inter-Office Correspondence re Duplicate Exchange Program Costs to Alderman Library" and "Exchange Section/Alderman Library"), and University of Washington; and (4) position descriptions from Colorado State, University of Hawaii, McGill University, University of Michigan, and Notre Dame University. (THC)

****
*   Reproductions supplied by EDRS are the best that can be made   *
*   from the original document.   *
****

AUGUST 1976

Systems and Procedures Exchange Center

ED251084

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☒ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

- Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

Gifts & Exchange Functions

Kit 28

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Maxine Sitts

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

IR050904

The Systems and Procedures Exchange Center (SPEC) is a mechanism for sharing management techniques and expertise. The Center collects data and documentation related to academic and research library management and makes the material available to the library community. The Systems and Procedures Exchange Center is operated by the Association of Research Libraries/ Office of Management Studies/ 1527 New Hampshire Avenue, N.W./ Washington, D.C. 20036/ Telephone: (202)232-8656.

GIFTS AND EXCHANGE FUNCTIONS

KIT NO. 28 - AUGUST 1976

TABLE OF CONTENTS

SUMMARY OF DATA RESULTING FROM UCLA SURVEY ON ORGANIZATION, STAFFING, AND OPERATION OF THE GIFTS AND EXCHANGE FUNCTIONS 15 pp.

ANNUAL REPORTS

Library Technical Support Group Gifts and Exchange Annual Report - 1974-75 - Columbia 6 pp.

Gift and Exchange Section Annual Report - 1974-75 - University of North Carolina 6 pp.

Annual Report, Gifts and Exchange Section - 1974-75 - Ohio State 5 pp.

POLICIES FOR THE GIFTS AND EXCHANGE FUNCTIONS

Gifts and Appraisals - Columbia 3 pp.

Policy on Significant Gifts - University of Alberta 1 p.

Gift Policy - Ohio State 5 pp.

Revised Gift Policy - University of Pittsburgh 4 pp.

Gift Acceptance Policy - Purdue 2 pp.

PROCEDURES FOR GIFTS AND EXCHANGE FUNCTIONS

Gifts and Exchange Procedures - Georgetown 3 pp.

First Kardex: Gift Subscriptions - Indiana 2 pp.

Procedure for Gifts and Exchanges - McGill 9 pp.

Procedures: Gifts of Serial Subscriptions & Standing Orders - University of Massachusetts 1 p.

General Procedures for Regular Gift Processing - Notre Dame 1 p.

Barter Exchange - Ordering-From Publishers-Stanford University 6 pp.

Receipt, Acknowledgement, and Disposal - Stanford University 12 pp.

Policy on Gifts (Money and gifts-in-kind) -Tulane University 1 p.

Gifts and Exchanges Division Policy and Procedures Manual Outline - University of Utah 7 pp.

Inter-Office Correspondence re Duplicate Exchange Program Costs to Alderman Library - University of Virginia	2 pp.
Exchange Section/Alderman Library - University of Virginia	8 pp.
Gift and Exchange Procedures - University of Washington	7 pp.

POSITION DESCRIPTIONS

Gift and Exchange Librarian - Colorado State	1 p.
Gifts and Exchange Librarian, Hamilton Library - University of Hawaii	1 p.
Gifts and Exchange Assistant - McGill	5 pp
Head, Exchange and Gift Section - University of Michigan	4 pp.
Gifts and Sales Assistant - Notre Dame	1 p.
Gifts and Sales Section Supervisor - Notre Dame	1 p.

DOC. I

SUMMARY OF DATA
RESULTING FROM UCLA SURVEY
ON:

Organization, Staffing, and Operation of the Gifts & Exchange Functions

Compiled by:

Systems and Procedures Exchange Center
Association of Research Libraries
1527 New Hampshire Ave., N. W.
Washington, D.C. 20036

Introduction

This Summary presents the results of a SPEC survey on the Gifts and Exchange function conducted in January 1976 at the request of the University of California-Los Angeles Library, which supported the survey costs. The Survey made inquiries concerning the number and types of staff and the operation of the Gifts and Exchange function. It also requested information regarding the level of activity in this area, the existence of formal policy, the types of changes being planned for the future, and the major concerns regarding gifts and exchange operations.

The Survey was distributed to the liaisons of all ARL member libraries. Responses were received from 53 libraries or 52% of ARL's membership at the time when the survey was tabulated. Twenty-two more surveys were received subsequently, but were too late for the data to be incorporated into the Summary.

The tabulation of the resulting data was approached with the hypothesis that the organization of the Gifts and Exchange function has bearing on its level and type of activity. To analyze this relationship the respondents were divided into two sample groups. Sample Group A consists of libraries in which the Gifts and Exchange function is carried out by a separate gifts and exchange unit or by two separate units--a gift unit and an exchange unit. Sample Group B consists of those libraries where there is no gifts/exchange unit so identified, but where these functions are carried out by other units with broader responsibility.

The data in this Summary indicates that in those libraries where the function is conducted by a separate gifts and exchange unit or two sample units (Sample Group A), the level of activity is higher. These libraries tend to receive more gifts and to process a slightly larger percentage of these. They also maintain a higher number of exchange agreements. Forty-five percent of Sample Group A libraries maintain 1,000 or more exchange agreements; only 12 percent of Sample Group B libraries maintain this number. Budget allocations for this function also appear to be higher among Sample Group A libraries. Fifty-six percent of these libraries allocate over $12,499; whereas all responding Sample Group B libraries allocate less than $12,500 for gifts and exchange operations. The organization of this function seems to have little bearing on the existence of formal gifts and exchange policy or on the way in which unwanted gifts are discarded; nor does it greatly effect the percentage of exchange agreements maintained with foreign organizations.

TABLE 1

ORGANIZATION OF GIFTS & EXCHANGE FUNCTIONS

QUESTION I.A.1.

N = 53

GIFTS & EXCHANGE FUNCTIONS ARE:	SAMPLE GROUPS[1]			
	Sample Group A		Sample Group B	
	No. of Lib.	% of Lib.	No. of Lib.	% of Lib.
Carried out by a separate gifts and exchange unit	30	57	0	0
Carried out by 2 separate units: a gift unit & an exchange unit	7	13	0	0
Integrated into other units (e.g. no gifts/exchange unit so identified, but functions carried out by units with broader responsibility)	0	0	16	30
TOTAL	37	70	16	30

---

1. In future tables, Sample Group A will refer to libraries in which the gifts and exchange functions are either carried out by a separate gifts & exchange unit or by 2 separate units: a gift unit and an exchange unit. Sample Group B includes those libraries where the gifts & exchange function is carried out by units with broader responsibility.

TABLE 2

PERSONNEL TO WHOM GIFTS/EXCHANGE UNIT HEADS REPORT

QUESTION I.A.2.

N = 35

(SAMPLE GROUP A)

PERSONNEL	NUMBER OF LIBRARIES	PERCENTAGE OF LIBRARIES
Head of Technical Processing	3	8
Head of Acquisitions	16	46
Director	1	3
Other	17	48
Asst. Dir. for Collection Development	4	11
Head of Collection Development	3	8

TABLE 3

NUMBER & PERCENTAGE OF RESPONDING LIBRARIES WITH PROFESSIONAL STAFF OPERATING WITHIN GIFTS & EXCHANGE FUNCTIONS[1]

QUESTION I.A.3.a.

N = 37

SAMPLE GROUPS	n	NUMBER OF FTE PROFESSIONAL STAFF									
		0		.1 - .5		.6 - 1.0		1.1 - 1.5		1.6 - 2	
		# of Lib.	% of Lib.	# of Lib.	% of Lib.	# of Lib.	% of Lib.	# of Lib.	% of Lib.	# of Lib.	% of Lib.
Sample Group A	31	5	16	8	26	15	48	1	3	2	6
Sample Group B	6	1	17	1	17	1	17	3	50	0	0
Total	37	6	16	9	24	16	43	4	11	2	6

---

[1] Table does not include data for Library of Congress which reports 22 FTE Professional Staff.

TABLE 4

NUMBER & PERCENTAGE OF RESPONDING LIBRARIES WITH FTE NONPROFESSIONAL STAFF OPERATING WITHIN GIFTS & EXCHANGE FUNCTIONS[1]

QUESTION I.A.3.b.

N = 45

SAMPLE GROUPS	n	NUMBER OF FTE NONPROFESSIONAL STAFF									
		.10 - 1		1.1 - 1.5		1.6 - 2.0		2.1 - 5.0		5.1 + 6.25	
		# of Lib.	% of Lib.	# of Lib.	% of Lib.	# of Lib.	% of Lib.	# of Lib.	% of Lib.	# of Lib.	% of Lib.
Sample Group A	34	12	35	5	15	9	26	7	21	1	3
Sample Group B	11	5	45	2	18	1	9	3	27	0	0
Total	45	17	38	7	16	10	22	10	22	1	2

---

[1] Table does not include data for Library of Congress which reports 45 FTE Nonprofessional staff.

TABLE 5

ANNUAL BUDGETS ALLOCATED TO RESPONDING LIBRARIES GIFTS & EXCHANGE FUNCTIONS

QUESTION I.A.4.

N = 36

SAMPLE GROUPS	HIGH FIGURE	LOW FIGURE	n	BUDGETARY RANGES[1]									
				0		$1 - $12,439		$12,500 - $24,999		$25,000 - $ 49,999		$ 50,000 - $ 74,999	
				# of Lib.	% of Lib.	# of Lib.	% of Lib.	# of Lib.	% of Lib.	# of Lib.	% of Lib.	# of Lib.	% of Lib.
Sample Group A	$73,202	$ 885	29	2	7	7	24	8	28	8	28	4	14
Sample Group B	$11,260	$ 600	7	2	28	5	71	0	0	0	0	0	0
Total			36	4	14	12	33	8	22	8	22	4	11

---

[1] Table does not include Library Congress which allocates $741,117 to gifts and exchanges.

TABLE 6

NUMBER & PERCENTAGE OF RESPONDING LIBRARIES HAVING A WRITTEN GIFTS POLICY

QUESTION I.B.1.

N = 53

SAMPLE GROUPS	n	NUMBER OF LIBRARIES	PERCENT OF LIBRARIES
Sample Group A	37	21	57
Sample Group B	16	9	56
Total	53	30	57

TABLE 7

NUMBER OF GIFTS RECEIVED ANNUALLY

AS REPRESENTED BY NUMBER & PERCENTAGE OF RESPONDING LIBRARIES

QUESTION I.B.2.a.

N = 41

SAMPLE GROUPS	n	RANGES[1]									
		[2] 0-2,999 items		3,000-10,999 items		11,000-25,999 items		26,000-49,999 items		50,000-145,000 items [3]	
		# of Lib.	% of Lib.	# of Lib.	% of Lib.	# of Lib.	% of Lib.	# of Lib.	% of Lib.	# of Lib.	% of Lib.
Sample Group A	29	4	14	8	28	7	24	6	21	4	14
Sample Group B	12	1	8	6	50	4	33	1	8	0	0
Total	41	5	12	14	34	11	27	7	17	4	10

1 Table does not include data for Library of Congress which received 1,600,000 gifts.
2 Lowest number of items - 930
3 Highest number of items - 145,000

TABLE 8

PERCENTAGE OF GIFTS WHICH ARE PROCESSED BY RESPONDING LIBRARIES

QUESTION I.B.2.b.

N = 42

SAMPLE GROUPS	n	PERCENT OF GIFTS WHICH ARE PROCESSED							
		1% - 25%		26% - 50%		51% - 75%		75% - 100%	
		# of Lib.	% of Lib.	# of Lib.	% of Lib.	# of Lib.	% of Lib.	# of Lib.	% of Lib.
Sample Group A	28	10	36	10	36	6	21	2	7
Sample Group B	14	4	28	7	50	2	14	1	7
Total	42	14	33	17	40	8	19	3	7

TABLE 9

WAYS IN WHICH RESPONDING
LIBRARIES DISPOSE OF GIFTS
WHICH ARE NOT ACCEPTED
QUESTION I.B.3.
N = 51

WAYS OF DISPOSING OF GIFTS	SAMPLE GROUPS Sample Group A n = 35		Sample Group B n = 16		Total n = 51	
	No. of Lib.	% of Lib.	No. of Lib.	% of Lib.	No. of Lib.	& of Lib.
Given/offered to other libraries	32	91	13	81	45	88
Discarded	33	94	13	81	46	90
Given to U.S. Book Exchange	17	48	9	56	26	51
Sold (to book dealers or via booksale)	15	46	5	31	21	41

TABLE 10

BASES FOR DECISIONS TO ACCEPT GIFT MATERIALS

QUESTION I.B.4.

N = 53

SAMPLE GROUPS		DECISION IS BASED ON:							
		WRITTEN GIFTS POLICY		INDIVIDUAL JUDGMENTS		OTHER		COMBINATIONS OF POLICY INDIVIDUAL JUDGMENT AND "OTHER"	
	n	# of Lib.	% of Lib.	# of Lib.	% of Lib.	# of Lib.	% of Lib.	# of Lib.	% of Lib.
Sample Group A	37	13	35	29	78	10	27	10	27
Sample Group B	16	7	44	13	81	2	12	6	38
Total	53	20	38	42	79	12	23	16	30

TABLE 11

PERCENTAGE OF LIBRARIES' EXCHANGE AGREEMENTS WHICH ARE WITH FOREIGN ORGANIZATIONS

QUESTION I.B.5.

N = 46

SAMPLE GROUPS	n	PERCENTAGE OF LIBRARIES' EXCHANGE AGREEMENTS							
		1% - 25%		26% - 50%		51% - 75%		75% - 100%	
		# of Lib.	% of Lib.	# of Lib.	% of Lib.	# of Lib.	% of Lib.	# of Lib.	% of Lib.
Sample Group A	33	2	6	4	12	10	30	17	51
Sample Group B	13	2	15	1	7	3	23	7	54
Total	46	4	9	5	11	13	28	24	52

TABLE 12

CHANGES IN WAYS GIFTS AND/OR EXCHANGE FUNCTIONS ARE ORGANIZED OR OPERATED

QUESTION I.C.1, & I.C.2.

N = 53

SAMPLE GROUP	n	CHANGES:			
		In The Last 5 Years		Library Is Presently Planning	
		Number of Libraries	% of Libraries	Number of Libraries	% of Libraries
Sample Group A	37	13	35	3	8
Sample Group B	16	4	25	1	6
Total	53	17	32	4	7

SELECTED PORTIONS

LIBRARY TECHNICAL SUPPORT GROUP
GIFTS AND EXCHANGE - ANNUAL REPORT
1974 - 1975

by Alfred H. Lane

REORGANIZATION

In the reorganization study it had been recommended that the file of dissertation information which had been maintained in Gifts & Exchange for many years be transferred to the Reference Department. When we came to the point of implementing this, it was decided after consultation that this file was no longer necessary, since the dissertations themsleves in Special Collections arranged by year and the records and reference tools in the Reference Department would adequately serve our needs. Therefore, the file was destroyed and in the future all requests for dissertation information will be referred to Reference.

GIFTS - Incoming

During the year we received a total of 49,795 items as gifts generally exclusive of the major gifts listed in Appendix A. This list totals $454,355.78 in value.

- Outgoing

As has been our custom for many years, the Libraries gave some of its unwanted materials to other, less fortunate libraries. A number of cartons of books, periodicals, pamphlets, etc. of library science concern were turned over to the library of the Palmer Graduate Library School of C. W. Post Center, Long Island University. About 500 volumes were donated to help found a library on the island of St. Lucia as a result of the appeal of Francis Harmon and the Inter-Church Center. Once again we departed from custom and gave seven books to an individual in Nigeria.

In a second gift to Tanjay College in the Philippines we shipped over 100 volumes in March.

GIFTS - Outgoing (continued)

To the Bilingual Institute in Harlem we contributed approximately 100 volumes. The Cultural Association of Bengal was the recipient of 184 Bengali books from our disposable materials. Twenty-six children's books were sent to a customs official in Columbus, New Mexico to help build up a library for Mexican children. These were sent as the result of an appeal in American Libraries.

However, our major gifts deserve a fuller explanation. Robert Palmer, Barnard College Librarian, spent many hours selecting books from our Burgess-Carpenter surplus to be sent to Islamabad, Pakistan. Mr. Palmer has taken a personal interest in building up the library of the University of Islamabad, and in addition to giving his time he enlisted the help of the Asia Foundation in defraying the shipping costs. There were slightly more than 3,000 volumes in the shipment, some from Barnard, but most from Columbia.

Of more internal interest, we supplied approximately 300 books to the Columbia University Press. For some time the Press has become increasingly aware that their own library of their own publications was sadly inadequate. Finally, they got to the point of doing something about it, and enlisted our help. Since we have built up over the years a sizable collection of C U Press duplicates, we were able to help considerably in reassembling their library. Most of these have long been out-of-print and would be very difficult - and expensive - to replace - if indeed it were at all possible.

In spite of the above-mentioned gifts and sales to dealers and others our available space for storing unneeded materials was not adequate to the incoming flow. To relieve the pressure a notice was inserted in several issues of METRO Newsletter offering some

GIFTS - Outgoing (continued)

40,000 volumes for exchange or sale. We were able to move a number of volumes in this way. Surprisingly, this notice was picked up by several other publications with the result that we had inquiries from all over the country asking for a list of the available publications.

EXCHANGES

Some progress has been made this year in up-dating and revising our exchange records. Questionnaires have been sent out and answers received, but the paper-work in setting up new records, and correspondence to clarify exchange balances is slow and tedius. We now have 317 completed revised exchange records, 83 in process and 92 questionnaires out awaiting reply.

We are hampered greatly by the paucity of serial titles available to us to offer in exchange. The demise of the Columbia Forum this year was a great blow to us. We had had available to us some 200 possible subscriptions, and the loss of these puts Columbia in a tight bind to find adequate materials to offer During the year we sent out 934 volumes on exchange and received 2,970 - both figures exclusive of serials and periodicals. In addition, materials sent and received in specialized units of the libraries are indicated in Appendices B.

BACKLOG

Last year we reported that there were approximately 6400 volumes in the IPL backlog. This year, due to the new system of departmental searching, the total backlog is approximately 5000, a significant reduction from last year's figure and also including additions during this year. This figure can be broken down into two groups: those books wanted "only if new to Columbia" (2,376 volumes),

BACKLOG (continued)

and those books wanted "only if new to this department" (2,646 volumes). Of this total backlog practically none (less than 100?) have moved through the normal processing procedure of searching (officially) and cataloging. Although space for housing these is not a problem at the present time - a block of shelving has been set aside for this purpose,- However, we cannot continue to add to this collection without moving any of the older volumes through the regular procedures.

SALES - Duplicates

This year saw the termination of our contract to sell periodical duplicates to Baylor University Library. However, before Baylor called a halt to this we received from them a total of $3,752.40. In another major transaction we sold the dregs of our duplicates to the Abbey Book Store for a total of $600. This left us space to start a new collection of duplicates, but that space is now filled again. See the section of this report headed SPACE.

From the Book Sale Room (205) we took in a total of $4,084.25 from which should be deducted the sales tax and the personnel costs for the person running the sale room.

Monthly sales to dealers netted us a total of $5,852.26. Other miscellaneous sales totaled $1,535.21.

- Library Publications

Various library publications were sold for $350.50 including $135 for the sale of 27 copies of THE ADMINISTRATIVE ORGANIZATION OF THE COLUMBIA UNIVERSITY LIBRARIES.

REPRINT LOANS

The statistical report on the reprint loans activities is attached as Appendix C. Compared with last year's figures, cash received was slightly more, reprints received were down approximately 25%, and the number of volumes loaned was almost the same.

In the past year or two we have noted an increase in the number of loan requests for reproduction in microform. The economics of this form of republication dictate that a different fee schedule should be applied. As soon as possible a meeting(s) should be held with the Head of the Preservation Department, the Head of Acquisitions, the Director of Technical Support, Mrs. Park and the Head of Gifts and Exchange to work out a new lending code and a new set of fees, especially for microreproduction.

SPACE

As mentioned earlier in this report, the area for storage of unneeded materials (Room 115) seems constantly to be overflowing. Since the room is not elastic, some means of relieving this pressure on a regular basis must be found. Second-hand-book dealers seem to be disappearing – or at least the ones who buy from us are dying off – and new prospective buyers do not show up. Our experiment last year of advertising through METRO did help somewhat, and the possibility of establishing a central warehouse under METRO's aegis is being investigated. But neither of these is helping now. Even if we were to totally discard what we have now would only transfer the problem from selling to physical disposal.

An expansion of the hours that the book sale room is open is an idea that should be explored. Since the operation is self-supporting, perhaps opening hours should be expanded from 10 hours per week to 35 hours per week.

SPACE (continued)

Periodical issues and runs pose a different kind of problem. With more and more back files being made available in microform, the demand for hard-copy back issues is diminishing. There is always, of course, the United States Book Exchange which would be glad to have the material, but shipping it to Washington is costly in terms of trucking charges, personnel for packing, and packing materials.

MISCELLANEOUS

For many years we have been trying to get rid of the large number of Brander Matthews duplicates which were no longer needed here. Finally this year we were able to get clearance from the faculty and the Administration in terms of need here and of the possible embarrassment if the book-plates appeared in the commercial market and got to the attention of immediate members of the Matthews family. A relatively short time after this clearance was obtained we were able to sell the collection for $4,750 and the books were shortly removed. It is our understanding that the collection will be sold as a unit to a library in Japan.

In September 1974 an Ad Hoc committee was set up on Refinements In Slavic Processing. It was intended that the final report of the Committee would be tendered by March 1975. However, for various reasons this report has not yet been turned in and the ambiguities and inacuracies and duplications which the recommendations of the Committee were intended to correct have had to be dealt with on a "play it by ear" basis. Hopefully, this will be corrected soon.

DOC. 3

UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL LIBRARY
GIFT AND EXCHANGE SECTION
ANNUAL REPORT 1974/1975

- SELECTED PORTIONS OF:

In her annual report for 1973/1974, Mrs. Peg Schaberg expressed the hope that in the coming year the Gift and Exchange Section would get back "on the track" of the Acquisitions Department. Through the concerted efforts of full-time and student staff in the section, that goal has been achieved. Two major accomplishments highlight the year's activities: the elimination of the backlog of gifts and duplicates that had accumulated in the second-level cage, some dating from the mid-60's; and the completion of a comprehensive review of the library's exchange agreements and subsequent revision of the exchange records.

Gifts

The total number of gift books searched and sent to cataloging in 1974/1975 was 978 fewer than the total for last year. Only two major gift collections were received--three hundred books of English literature and criticism from Dr. J. O. Bailey, and nearly a thousand volumes in the field of operations research from the library of the late Robert S. Titchen. Thus, the figures for this year represent numerous smaller gifts, both to the main library and to departmental collections.

The section also continued, after a brief interruption, to search Class Seps and Blanket Orders, in addition to gift books. Statistics for all three areas of searching are attached.

The elimination of the backlog of leftover gifts was accomplished with the help of the Gift Coordination Committee's Subcommittee on Gift Evaluation. Members screened items judged as potential discards, singling out titles to be added to the main collection or offered to a departmental library or a specific sister institution. The remainders from this winnowing process were then moved to the duplicates area on the first level. This procedure was carried out several times this year and should prove to be a useful routine in the future for dispensing with the initially rejected gift books which inevitably accumulate.

The Gift Coordination Committee also offered advice and counsel in the matter of disposing of duplicate serials. Frequent shipments of duplicates to the United States Book Exchange continued, but for the first time, the Gift and Exchange Section also took advantage of recently-granted permission to trade duplicate journals to out-of-print dealers for credit toward future purchases. Credit arrangements were negotiated with Fred Ludwig Periodica of Tucson, Arizona, and Geoffrey Steele of Lumberville, Pennsylvania. While care must be taken to insure that the amount of credit accumulated with any one dealer does not grow beyond its potential usefulness, the prospect of trading unwanted items for desiderata should not be overlooked in the future.

In the midst of searching and shifting, the gift section also managed such luxuries as the organization of the back file of gift acknowledgements into alphabetized groups by year, and the compilation of an inventory of printed gift plates on hand.

All that was accomplished in the area of gifts would not have been possible without the assistance of Nancy Smith, the library fellow in the Gift and Exchange Section from September to May, who handled the day-to-day searching responsibilities, and Edward Stafford, our work-study student, who dug into the task of reorganizing the cage with a good spirit and strong arms. Thanks should also go to Mrs. Schaberg who made the first dent in the formidable backlog of gifts and duplicates on her own, before the arrival of the new Gift and Exchange Librarian on August 1.

Exchanges

In last year's Gift and Exchange Section Annual Report, Fred Lambert predicted that the updating of the exchange records begun at that time would take at least six months to complete. It has, in fact, taken a whole year, but the finishing touches are now being applied, and with the exception of a few negligent non-respondents, the files are in accurate, up-to-the-minute order.

At the start of the year, Asian, Latin American and Slavic exchange records were transferred to their respective sections in Bibliographical Services. Responses to the exchange questionnaire sent out last year had begun to stack up, and it quickly became apparent that the information received in these replies could not simply be transcribed onto new cards. A careful double check of our own records, particularly in Kardex, to note additions, cessations, and changes of address was required. Often a title supposedly sent on exchange was actually being purchased; or an exchange reported to be active had not yielded any publications for a decade.

Exchanges for which no response had been received were reviewed at this time as well. In many cases, the exchange partner who had failed to return a questionnaire had also neglected to send any publications for many years, remaining on our mailing lists all the while.

As a result of this cross-checking, many exchanges were cancelled; in other instances additional titles were offered by an exchange partner in order to arrive at a more balanced agreement; and in some cases, we offered to send additional publications. Revised exchange records now include the correct form of entry for each publication received on exchange, along with the call number, so that verifying exchanges in the future will be simpler and speedier.

The long and often complex task of unravelling the exchange records was carried out with imagination and fortitude by two library science students, Suzanne McClamrock who worked on the project from December to April, establishing a logical procedure for a state-by-state and country-by-country review and carrying out seventy-five percent of it, and Gayl Winchester who spent the first summer session bringing order out of some of the more chaotic foreign exchanges.

A capsule view of the exchange program as it now stands is attached. It would be useful and interesting at some future time to undertake a detailed statistical analysis of the library's exchanges, paying particular attention to the monetary value of the publications received on exchange in comparison to the value of the publications sent.

With the help of Ed Stafford, some luxuries were introduced to the exchange section this year as well. Correspondence files for exchanges were weeded and reorganized and all pre-1960 correspondence moved to storage on the second level. An inventory of back issues of exchange periodicals housed in the cage was prepared so that in the future it may be possible to fill some claims for missing issues from the Gift and Exchange Section's own stock, rather than having to purchase them.

Organization descended on the Gift and Exchange Section this year. The next step is to translate the routines that will maintain this organization into a comprehensive and comprehensible manual. The groundwork for this manual has been laid; its completion should become a priority of the new Gift and Exchange Librarian.

(Mrs.) Christine C. Love
Gift and Exchange Librarian

SEARCHING STATISTICS

MONTH	GIFTS	CLASS SEPS	BLANKET ORDERS	TOTAL
July	484	128	2	614
August	652	123	34	809
September	473	128	23	624
October	661	152	23	836
November	395	135	18	548
December	326	168	77	571
January	479	186	71	736
February	347	220	22	589
March	372	141	10	523
April	279	194	15	488
May	480	146	37	663
June	253	149	38	440
TOTAL	5201	1870	370	7441

EXCHANGE PROGRAM - A CAPSULE VIEW

	Number of Institutions	Publications Sent	Publications Received
Academic Institutions			
United States	92	205	214
Foreign	76	102	159
Sub-Total	168	307	373
Societies, Associations, Government Departments			
United States	100	109	156
Foreign	138	162	285
Sub-Total	238	271	441
Total			
United States	192	314	370
Foreign	214	264	444
Grand Total	406	578	814

Foreign exchanges handled through the Area Bibliographers: 1[illegible]

Distribution of Titles Used on Exchange

	United States	Foreign	Total
Bookmark	58	6	54
Elisha Mitchell Journal	92	140	232
High School Journal	25	4	29
James Sprunt Studies	75	22	97
Library Studies	33	7	40
Studies in Comparative Literature	--	8	8
Studies in Germanic Languages & Lit.	--	3	3
Studies in Philology	31	67	98

DOC. 4

SELECTED PORTIONS OF:

ANNUAL REPORT, GIFTS AND EXCHANGE SECTION, 1974-75

Submitted By Elsetta Ervin, Chief Clerk

SUMMARY OF MATERIAL PROCESSED

Name of Library	No. of items processed
Agriculture	135
Agric. Engr.	0
Bio-Science	56
Chemistry	36
Child. Hosp.	36
Commerce	352
Education	373
Engineering	182
English Grad.	13
Fine Arts	158
Foreign. Lang. Grad.	5
Geology	77
Health Sciences	135
History Grad.	1
Home Ec.	110
Journalism	89
Map	8
Math	72
Music	76
Perkins	4
Pharmacy	47
Physics	63
Social Work	141
Stone Lab.	18
Topaz	29
Vet. Med.	61
West Campus	316
Browsing Room	116
Main Stacks	1,321
OSU Collection	127
Reference	30
Special Materials	3
Undergrad	142
Rare Books	59
Black Studies	32
Total	4,423

DOMESTIC GIFT AND EXCHANGE STATISTICS 74/75

	1973/74	1974/75
Exchanges established	2	2
Exchanges dropped	23	17
Exchange titles set up	29	19
Exchange titles dropped	65	51
Total no. of exchanges	218	203
Total no. of titles	523	491
No. of gift titles set up	120	92
No.of gift titles dropped	24	52
Total no. of gift titles	1,020	1,060

As of June 30, 1975 we have 203 Domestic exchange partners. Listed below are the titles that we are sending and the number sent.

Ohio Biological Survey Bulletin	97
Ohio Journal of Science	65
Theory Into Practice	47
News In Engineering	41
College of Medicine Journal	34
Theatre Studies	28
Bulletin of Business Research	23
Agricultural Experiment Station Bulletin	10
Speculum	9
Agricultural Experiment Station Circular	8
Perkins Obs. Contributions	4
Ohio Report on Research and Development	4
Ohio State Engineer	2

FOREIGN GIFT AND EXCHANGE STATISTICS 74/75

	1973/74	1974/75
Exchanges established	35	8
Exchanges dropped	41	69
Exchange titles set up	219	65
Exchange titles dropped	98	233
Total no. of exchanges	874	813
Total no. of titles	1,898	1,730
No. of gift titles set up	139	55
No. of gift titles dropped	55	21
Total no. of gift titles	850	885

As of June 30, 1975 we have 813 foreign exchange partners. Listed below are the titles that we are sending and the number sent.

Ohio Journal of Science	319
Ohio Biological Survey Bulletin	252
Ohio Report on Research and Development	107
Agricultural Experiment Station Bulletin	106
College of Medicine Journal	92
News In Engineering	81
Agricultural Experiment Station Circular	78
Bulletin of Business Research	73
Speculum	58
Theatre Studies	53
Ohio Dental Journal	22
Perkins Observatory Contributions	13
Helicon	12
Ohio State Engineer	10

DOC. 5

Columbia University in the City of New York | *New York, N.Y. 10027*

THE LIBRARIES
Butler Library

SUBJECT. Gifts and Appraisals

INTRODUCTION:

The resources of the Columbia University Libraries have been developed in the past through the judicious purchase of materials and the acceptance of many valuable and useful gifts. It is recongnized that materials received as gifts are fully as important and valuable as items that are bought, and consequently they are given the same degree of care and expeditious handling as purchases. Gifts both of money and of books, periodicals, and other materials contribute to the development of the Libraries and the support of the University's academic programs. Modest gifts are therefore appreciated in the same way as endowments and gifts of larger amounts.

The responsibility of the Columbia Libraries to the University's research and instructional functions, the need to maintain bibliographic control over collections, the impact of gift materials on space and processing staff, and all the other elements that contribute to the complex nature of large research libraries, require that certain conditions be observed in accepting gifts. The very complexity of the issues suggests the need for considerable flexibility in addressing gift situations and places particular demands on those involved in the decision process.

POLICY:

It is the policy of the Libraries that gifts of materials be accepted with the understanding that upon receipt they are owned by the University and become part of the Libraries and that, therefore, the library administration reserves the right to determine their retention, location, cataloging treatment, and other considerations related to their use or disposition.

GUIDELINES:

1. General criteria. Factors to be considered in judging the desirability of accepting a gift of materials include the needs of the collection, convenient availability of the material through interlibrary loan, technical processing costs, location and space, maintenance requirements, accompanying restrictions, and relations with the donor.

2. Solicited gifts. Solicitation of gifts is based on orders received in the Acquisitions Department, recommendations from the library staff and faculty members, publications lists, and alertness to publications that might be available on request. The format of solicitations varies from preprinted forms, typically used for corporate or institutional donors, to personal letters, usually prepared for individual donors.

SUBJECT: Gifts and Appraisals (con't)

3. Unsolicited gifts. The general criteria for accepting gifts are especially applicable to unsolicited gifts. Whether these come from organizations or individuals, all are recorded and acknowledged.

4. Appraisals. Donors are encouraged to consider having their gifts appraised for income or estate tax purposes. In general, the Libraries follow the code on appraisals established by the American Booksellers Association. Because the Internal Revenue Service may consider a recipient library to be an interested party and disallow an evaluation made or paid for by the library, appraisal costs are normally borne by the donor. Upon request, the Libraries will suggest appropriate persons or organizations to be consulted for professional appraisals. The acceptance of a gift which has been appraised by a disinterested party does not imply endorsement of the appraisal by the Libraries. When the value of the gift is nominal and does not warrant the cost of a professional appraisal, the Libraries may suggest guidelines or provide such tools as auction records and dealer's catalogs which the donor can use in determining his own evaluation.

5. Acknowledgments. Appropriate forms of acknowledgment are made for all gifts. These range from signed printed postcards for gifts from organizations to signed form letters or personalized letters to individuals.

6. Identifying gifts. All gift materials are identified as such by means of an appropriate bookplate before being added to the collections. The source is marked on the back of the title page as well, so that if the book is rebound in the future the information will be available for a new bookplate.

7. Records of gifts. A card record is made for all gifts and maintained by name of donor, indicating the date and description of the gift. This record is permanently maintained for gifts from individuals.

8. Restrictions on gifts. Restrictive conditions as to housing, care, access, processing or other limiting factors are usually not accepted, in order that gift materials be maximally usable.

9. Refusing gifts. If it is necessary to decline a gift because it does not meet the criteria for acceptance, potential alternative institutions or collections are suggested.

Columbia University in the City of New York | *New York, N.Y. 10027*

THE LIBRARIES

Butler Library

SUBJECT: Disposition of Unwanted Materials

INTRODUCTION:

The custodial responsibility of the Libraries imposes a trust to ensure as distinguished collections for future scholars as we offer the present academic community. The process of maintaining collections requires that individual libraries occasionally dispose of materials, including gifts, which are duplicates, obsolete or otherwise unnecessary for anticipated research or instructional needs. It is incumbent on Columbia librarians that decisions regarding the disposal of specific items be made with the same concern as is exercised in collection building, so that the integrity of our collections is not impaired, but in fact may be enhanced.

The Gifts and Exchange Department makes unwanted materials available to other libraries at Columbia or to other components of the University that wish to have them. If there is no interest at Columbia, these materials may be used for exchanges with other institutions, sold to students, faculty, other institutions or dealers, given to other libraries or in some other way applied to the University's benefit or good will.

In cases where unwanted materials are sold, the Libraries have an added responsibility to the University and to donors of maintaining effective control over the resulting income.

POLICY:

It is the policy of the Libraries to dispose of materials with the same deliberate attention to University goals as is directed toward the work of collection development. When unwanted items are sold, the proceeds shall be returned to the Libraries' Books and Periodicals account unless responsibility to donors demands that the income be directed to a specific fund or purpose.

GUIDELINES:

Except for materials believed to be of particular value, or where a highly specialized market exists for them, final disposition is made by the Gifts and Exchange Department according to established priorities. When valuable or highly specialized items are sold directly at auction or through dealers, proceeds from the sale shall be forwarded to Gifts and Exchange for deposit unless a specific fund has been established for a library to receive these credits.

Admin. Doc., No. 27, Jan. 15, 1976

POLICY ON SIGNIFICANT GIFTS* UNIV. OF ALBERTA

DOC. 6

Many of the gifts of books accepted by the Library qualify for a grant from the Provincial Government matching their appraised value. Generally, gifts in this category are confined to collections, but any size of gift may qualify, if of sufficient value, including conceivably a single volume. Frequently also, the donor is eligible for tax relief on the strength of the gift.

In order to comply with University and provincial requirements, all formal offers of gift material to the University of Alberta Library, to which these considerations may apply, whether made through a Division, Unit, or individual, are to be communicated, with all available documentation, to the Chairman of the Steering Group on Collection Development for initial assessment by the Group.

If, in the judgement of the Steering Group on Collection Development, in consultation with the appropriate division head, or other staff member, the material is of no value to the Library Collection, an appropriate staff member will be asked to advise the potential donor that the gift is declined.

If the material appears to have value as an addition to the University Collection, the Chairman will advise the appropriate division or unit head who, in consultation with other appropriate library staff and library representatives, will make a detailed assessment of the material and make a recommendation to the Steering Group as to its acceptance and location. The division head, or his delegate, is responsible for coordinating and communicating the evaluation and recommendation directly to the Chairman of the Steering Group.

The Steering Group will make the final decision on the disposition of the material, based on the recommendation and other information developed. Donated material which has been accepted by the Steering Group will be forwarded to Acquisitions, along with a note indicating the Steering Group's decision as to method of processing, location, etc., and signed by the Chairman.

A letter of acceptance and thanks will be sent to the donor, usually in the name of the Chief Librarian in the case of major gifts.

Accepted material will be appraised by the Library's Evaluation Committee composed of the Head of Acquisitions (Chairperson), the Head of Special Collections and the Out-of-Print Officer. Documented valuation will be forwarded to the Library Accounting for the possible awarding of a 3AU Match Grant.

If the donor has requested a tax receipt, then valuation documentation signed by the Evaluation Committee will be forwarded to the Comptroller by Library Accounting and he will arrange for the issuing of an income tax receipt.

---

*Generally excluded from this policy is miscellaneous distributed material such as is sent to the Library routinely by institutions, societies, commercial and other organizations. This material will be handled according to routines developed between Acquisitions and the appropriate Library division. However, problematic cases in this category which cannot be resolved between Acquisitions and the appropriate division, may also be referred to the Steering Group for resolution.

GIFT & EXCHANGE POLICY

Ohio State University
Area no.
Directive no. 1
Page no. 1
Issued by: Maurice E. Lapierre, Head
Acquisition Department
Effective Date: February, 1967
Termination Date: Indefinite

DOC. 7

GIFT POLICY

Gifts fall into three categories: solicited gifts, unsolicited gifts, and monetary gifts. The Gift and Exchange Section of the Processing Division makes every attempt to obtain those materials on a complementary basis which best serve the curriculum and research needs of the university community. Materials are not solicited simply because they are free, but attempts are made to seek those channels which provide worthwhile complementary materials, from individual as well as educational institutions. Upon receipt of unsolicited gifts, it is determined, with limited effort, if they are worthwhile library materials. Unless found to be significant, these gifts have low priority for processing.

Monetary gifts to the libraries are handled through the Director of Libraries. Copies of the acceptance instrument (receipt or letter) are sent to the Development Fund and the Gift and Exchange Section, Acquisition Department. Library materials are purchased against these funds in the manner prescribed by the donor and processed by the Gift and Exchange Section.

Acceptance of Gifts

1. Gifts of books and periodicals are accepted without restrictions as to disposition, except that items not needed by The Ohio State University may be sent to another specified library.

2. Donors are told of the library's responsibility in disposing of their gifts before the gift is accepted.

3. The Gift and Exchange Section does not accept gifts which obviously have no value to the libraries or have been accepted by another person for the libraries.

4. Donors who request evaluation of their gift for income tax purposes are referred to the Head, Acquisition Department. Each donor is encouraged to have his own financial consultant. In unusual cases, a disinterested book dealer is hired to evaluate an outstanding collection. This evaluation is sent directly from the dealer to the donor.

5. Department librarians are at liberty to accept gifts offered to their libraries which fall within their subject fields. It is their responsibility to dispose of these materials. All gift materials which they receive and forward to the Gift and Exchange Section must bear a disposition slip indicating their recommendation.

Acknowledgment of Gifts

1. Gifts from educational institutions, corporations, governments and commercial publishers are not acknowledged, unless specifically requested, while form letters or postal cards are used to acknowledge unsolicited gifts of moderate value.

2. Formal thank you letters are sent by the Director of Libraries for valuable materials and the Gift and Exchange Section sends other formal letters to individual donors.

Recording Gifts

1. A copy of the instrument used to accept or acknowledge gifts is maintained in the correspondence file of the Gift and Exchange Section. During the academic year, a chronological list is made of the names and general description of outstanding gift books to the libraries by the Gift and Exchange Section. These names are included in the annual report of the Gift and Exchange Section.

2. Outstanding and significant gifts and donors are sometimes summarized by the Director of Libraries and included in his annual report.

Disposition of Gifts

1. Those books chosen for cataloging for a particular location are processed in the usual manner.

2. All books not needed are disposed of in one of the following ways:

   a. Book sale (occasionally)
   b. Offered to OSU branch libraries
   c. Exchange with Slavic libraries (selected titles)

d. United States Book Exchange
e. Books for Asian students
f. Center for Research Libraries
g. Donated to libraries which have requested help
h. Discarded

EXCHANGE POLICY

Exchanging Books

The Ohio State University Libraries participate in an exchange of books with some major libraries behind the Iron Curtain. Books of interest to The Ohio State University are selected from a list of out-of-print titles which they offer. They receive our lists of desiderata.

We buy and send those books they request in exchange for the titles they send us. The items purchased are limited to the Slavic fund. The arrangement is as follows:

1. One pre 1917 book for one pre 1917 book
2. One post 1917 book for one post 1917 book
3. Two post 1917 books for one pre 1917 book
4. One current scientific book for one pre 1917 book

Whenever materials are not available in book form, attempts are made to secure microfilm copies.

Occasionally the libraries make large en bloc purchases containing a large number of unwanted duplicates which fall within the category of materials wanted by our Slavic exchange partners. Xerox copies of order cards are sent to them and they select and return those cards indicating what titles are wanted.

Exchanging Journals

The Ohio State University Libraries administration made the decision in 1956 to centralize all exchanges in the Main Library. Attempts were made to contact several publishing centers here on campus and to use, on a continuing basis, their publications in exchange for publications of similar value.

If journals which are possible candidates for exchanges are desired by The Ohio State University Libraries, the Gift and Exchange Section:

a. Requests the title on a regular order request card which shows all pertinent information, with the name of the person recommending and a sample copy, if available.

b. Sends a form letter to the issuing agency asking for an exchange.

c. Sends a copy of our list of available publications asking them to select for exchange a comparable title in which they are interested.

d. Sends a sample copy to the Serial Division giving the following information, if the exchange is acceptable:

(1) The title of the journal to be received
(2) The library for which the title is to be cataloged
(3) The address of the exchange library
(4) The notation that it will be received on exchange.

All future issues received and checked in by the Serial Division are sent to the proper location. The name and complete address of the exchange library is added to the mailing list of the appropriate publisher to receive regularly and continuously all numbers published.

Any difficulties encountered in the regularity of receipt of their publication, after having been claimed by the Serial Department, are reported to the Gift and Exchange Section. The Gift and Exchange Section takes steps to have the exchange library dropped from the mailing list. The library for which the journal was intended is notified by the Serial Division of the action taken.

e. The Gift and Exchange Section maintains a master card file of the complete exchange program. Each card in this file contains the following:

(1) The complete address of the exchange library
(2) The title of the journal received
(3) The title of the journal sent
(4) The date the exchange was established

Formal requests are sent to the Gift and Exchange Section from libraries all over the world asking for exchanges. If a particular title is wanted, the above steps are followed. If not wanted, we graciously decline the exchange offer and notify the requestor of of the correct local publishing office and the price of a subscription.

Exchange Regulations

1. It is the responsibility of the Gift and Exchange Librarian to see that all exchanges are reasonably equitable.

2. No attempt is made to place all materials received in exchange for publications published by a particular department in that department library.

3. Once the exchange is established, other titles may be added or dropped, depending upon the needs of the Libraries. It is impossible to determine from the master card file exactly what titles we are receiving for any one title we send, unless only one title is sent and one title received.

4. Any department librarian may bring to the attention of the Gift and Exchange Librarian possible new exchanges.

5. Only The Ohio State University sponsored serial publications, with the consent of the issuing office, are used for exchange purposes.

6. The use of serials not The Ohio State University sponsored for exchange purposes is discouraged, unless the department librarian desiring the exchange is willing to pay the subscription cost each year and have the publisher mail each issue directly to the exchange library. This arrangement has many shortcomings, e.g., librarians receiving the publication directly from the publisher may complain that a certain issue was never received. We must then attempt to secure a fill-in copy for them.

Indexed under: Gifts; Exchange

ATTACHMENT

REVISED GIFT POLICY FOR THE UNIVERSITY OF PITTSBURGH LIBRARIES

February 1973

GENERAL GIFT POLICY

The University of Pittsburgh Libraries encourage and gratefully accept gifts of library materials, money to purchase materials, and gifts in kind, such as works of art and rare books, when they bear a relationship to the collection and goals of the University.

The libraries have an obligation to their users, the University, and the community to provide the best possible service and therefore must carefully review gifts which have any restrictions or conditions placed upon them before accepting them.

It is ordinarily the policy of the University not to accept gifts and bequests with special conditions and restrictions attached to them, (e.g., gifts that require keeping them intact and separate, gifts which would require exhibiting them in perpetuity under someone's name or at a specified place, or gifts which put the hopes of an individual ahead of the rightful interests of an institution, or in any other way place restriction upon the University's use or disposition of the gift). If, however, it is determined by the Librarian to be in the best interest of the University, accepting a gift or bequest with restrictions or conditions may be agreed upon.

APPRAISALS

1. The appraisal, for tax purposes, of a gift to the Library is generally the responsibility of the donor. Since the Library should

attempt at all times to protect the interests of its donors as best it can it will suggest the desirability of appraisals whenever such a suggestion would be in order.

2. To protect both its donors and itself, the Library, as an interested party, ordinarily will not appraise extensive or valuable gifts. It is recognized, however, that the Library may wish to appraise small or less valuable gifts, since many of them may not warrant the time and expense which an outside appraisal requires. Generally, however, the Library will limit its assistance to the donor to:

(a) providing him or her with information as to prices in auction records, second-hand dealers' catalogs and publishers' catalogs;

(b) suggestions of appropriate professional appraisers who might be consulted;

(c) administrative and processing services which would assist the appraiser in making an accurate evaluation.

3. The acceptance of a gift which has been appraised by a third, and disinterested party, does not in any way imply an endorsement of the appraisal by the Library.

4. Generally, the cost of an appraisal will be borne by the donor.

5. An archivist, curator, or librarian, if that individual is conscious that as an expert he or she may have to prove competence in court, may properly act as an independent appraiser of library materials. He or she should not in any way suggest that this appraisal is endorsed by the Library (such as by the use of the Library's letterhead), nor should one ordinarily act in this fashion (except when handling small gifts) if the institution is to receive the donation.

Any Library staff member may be contacted concerning the donation of gifts. Such gifts, in general, should be brought to the attention of the Gift and Exchange Librarian. Gifts of an exceptional nature should be brought to the attention of the Director of the University Libraries or other appropriate University administrator.

Based upon the ACRL approved Statement on
Appraisal of Gifts. February 1, 1973

Approved April, 1973

Policy Committee Final Draft 2/21/73
Treasurer 3/ 5/73
Management 3/20/73

Final draft operational pending statement on gifts of fine arts.

APPENDIX LEGAL TITLE

1. The Library is expected to make a reasonable effort to acquire proper and legal title to the gifts it receives. It is recognized, however, (1) that is often impossible to acquire title to collections many years after they have been received by the library; (2) that frequently, where small collections of materials are involved, the donor may not be certain exactly where title rests; and (3) that when single items or lesser valued collections are involved, donors often do not wish to become involved in library gift procedures.

2. As a general principle, temporary deposits will not be accepted by the Library unless, (1) the Library has reason to believe that a temporary deposit is the only way in which the material is likely to be preserved, or (2) the Library has reason to believe that a temporary deposit will in time be changed to a permanent gift, or (3) except where ownership of corporate records is determined by governmental regulations.

3. Ordinarily transfer of legal title by gift will be accomplished by a properly executed form, variously described as "Instrument of Gift" or "Certificate of Gift." This form will include the following: (1) name and address of the donor; (2) description of the gift; (3) statement of transfer of legal title, and where possible and applicable, copyrights and literary rights; (4) any restrictions; (5) directions concerning disposal of unwanted items. The form must be (1) signed and dated by the donor and (2) witnessed and dated by another party who is neither related to the donor nor employed by the institution receiving the gift. An additional evidence of proof would be the notarization of the donor's and witnesses signatures.

Based upon the ACRL approved Statement on Legal Title. February 1, 1973, Approved April, 1973

DOC. 9

IVE
LIBRARIES
WEST LAFAYETTE, INDIANA 47907

To: Library Donors and Libraries/Audio-Visual Center Professional Staff
From: Joseph M. Dagnese, Director of Libraries and Audio-Visual Center
Date: April 10, 1973
Re: Gift Acceptance Policy

This policy statement has been compiled for the information of library donors, for the guidance of library or AVC staff members who may be involved in gift offers, and to establish uniformity in gift acceptance practice and criteria.

The acceptance of gifts to the Libraries/AVC and the procedures for acknowledging gifts are to be consistent with University policies relating to such matters.

I. Criteria for acceptance of gifts of material to the Libraries/AVC:

1. Materials accepted should be needed in the development of the collections. Where the gift includes materials not selected for one Purdue University library, the materials not selected should be sent to Gifts and Exchange for review by librarians of other Purdue University Libraries or for possible acceptance by the Order Librarian as material having a cash or exchange value.
2. No conditions as to location, circulation, use, disposal or marking should be attached to the donation unless such conditions are accepted by the Director of Libraries/AVC.

II. Decision responsibility:

The Director of Libraries/AVC is responsible for the decision to accept gifts of material, but this responsibility is usually delegated to and exercised by the subject specialist for the field to which the gift pertains.

III. Statements concerning the value of gifts:

The Librarian contacted about gift materials should determine at the time of the donation whether the donor wishes an evaluation for tax purposes. If he does, he should be advised to discuss the matter with the Order Librarian.

1. The establishment of the gift's value for tax purposes is the responsibility of the donor. The Order Librarian, a representative of the beneficiary, cannot, as an interested party, provide an appraisal of the value of gifts. However, he can sometimes provide information about the state of the book market which may be of assistance to the donor.
2. If the donor wishes an appraisal of the gift, the Order Librarian will supply the names of qualified professional appraisers. Appraisals are made at the donor's expense, but are tax deductible.

3. Donors who have questions about tax deductions for gifts to the Libraries/AVC should be referred to the local Internal Revenue Service office and to IRS Publication 561: Valuation of donated property, copies of which are available in the Order Unit.

IV. Gifts of manuscript or other unpublished material:

If the prospective gift includes unpublished manuscript or typescript materials, letters, notes, photographs taken by or for the donor, or tape recordings made by or for the donor, the librarian contacted by the donor should secure from the Order Librarian, and should request the donor to complete and sign a "Deed of Gift Agreement", of which a sample copy is attached.

Georgetown University Library

GIFTS

A. Receipt:

Gifts are received in various ways:

1. Arrangements made by the head librarian.
2. Arrangements made over the phone by the Gift Librarian

Generally, major gift transactions handled by the head librarian or over the phone are recorded on the Gift transmittal form (attached). This form provides a complete information and history file for the receipt, handling and disposition of received gifts. The form is filed alphabetically by donor's name and kept as a permanent record. An addendum sheet may be added for donor's who regularly donate (see Rohter and APSA sheets).

The tally of items received is recorded on the Receipts of gifts (attached) form for the monthly statistics count. Unless special handling and disposition is required, the gift books are placed on the processing shelves for the current month.

Serial items are sent to the Serials Dept., while possible items for Sp.Coll., A/V, etc. are separated for the perusal of the appropriate department head.

On occasion, potential donors request that items be picked up by the Library. It is the responsiblity of the Gift Librarian to arrange with the Administrative Assistant, who supervises the Library messengers, a pick-up time convenient for both parties. The Administrative Assistant will need to know the approximate number of volumes to be picked-up, whether they are boxed or not, the donors address, and the donors phone number.

3. Delivered direct to the Department without prior arrangement.

Gifts delivered directly to the Department without prior arrangements are placed on the "gift table." These gifts are counted and entered on the Receipts of gifts form for the current month stating the donors name and the type of materials received. These gifts are then placed on the processing shelves for the current month.

4. Through the mail.

Mail gifts are counted as they are received and placed on the processing shelves for the current month. Care must be taken by checking the address and the mailing label (for a purchase order number) that purchased items are not sent through as gifts.

B. Acknowledgement of gifts received:

A Notice of gift (attached) form is sent to the Head Librarian as gifts are received. The Head Librarian is not notified of mail gifts nor is acknowledgement made unless one is requested by the donor, or it seems otherwise appropriate to do so. Other gifts are usually acknowledged in a short "thank you" form note to the donor by the Gift Librarian. The Gift acknowledgement letter form (attached) from which the thank you notes are typed is filled out and given to the typist. In the case of notable or large gifts, the Head Librarian may want to acknowledge the gift. Attach a query to that effect when the Notice of gift form is sent to the Head Librarian.

C. Searching:

See the Gift searching manual.

"Rush shelf": Some gifts are received which should be processed immediately. This is particularly true of books with current imprints. They are searched as outlined in the manual. However, the "pink slip" is filed in the Process File in order to avoid a firm order for the same title.

D. Disposition of gifts:

1. Gifts not searched.

Gifts are reviewed as they are received in the library. As selector, the gift librarian weeds out immediately those books which are not within the scope of the collection. A Discard decision record (attached) form is filled out giving the reason for discarding and the distribution point of each title. The distribution points are:

a. Booksale: (1) Any books which fit within the guidelines of Pricing books for GU Library booksale should be set aside for future pricing. A storage area is maintained on the lower level for priced books. After each booksale, books which do not sell should be reviewed for the 2/25¢ sale. (2) The 2/25¢ sale is for anything and everything which seems inappropriate for any other type of distribution. (3) Science titles are set aside for a separate sale maintained by the Science Library.

b. USBE - the United States Book Exchange is located in North East Washington. Books which fit within their guidelines may be sent there. Many types of materials which do not sell well in the booksale such as government documents may be sent to USBE. Call USBE (LA 902555) at least six months before date needed to send items to USBE. They are booked up that far ahead. However, three boxes a week may be sent without prior arrangement (per phone conversation 10/74).

c. Materials which fall within, the scope of Special Collections (see guidelines) should be shown to either the Head of Special Collections or the Archivist.

d. Materials which fall within the scope of the Medical and Law Centers' libraries may be sent to those libraries.

2. Gifts searched.

When the search is completed, the book is placed on the "Review shelves." From these the Gift Librarian makes a final selection and prepares a book-truck. The Preliminary Processor is notified of the prepared truck. Those titles not added are disposed of as above. However, the Gift Librarian may have a shelf report (see report procedure) made on added copies and variant editions before a final decision is reached.

E. Lower level gift storage room.

It is the responsibility of the Gift Librarian to maintain the lower level gift storage room. Large gifts are delivered directly to this room, shelved and counted as soon as possible. A Gift collection should be kept together if possible and the shelves clearly marked.

FIRST KARDEX : Gift Subscription

This procedure applies to new subscriptions which are free. See the "New Subscriptions; Typing Orders" section concerning subscriptions which must be paid for.

A free subscription will either be coming automatically (usually because we have an institutional membership, or because we have a paid subscription to another periodical from the same publisher or association), or must be initiated by a letter to request a gift subscription.

If a gift letter needs to be typed, this fact will be noted on the card carrying the data from which the new kardex is to be constructed.

First Kardex without Gift Letter

- indications given on a 3x5 card (discard card when through)
- make a B-slip, indicating fund, today's date, title, no.7 checked and indicate either cost, G or X, and notify B-file.
- type kardex from data provided. If subscription comes gratis as a result of another subscription which is paid, note on kardex, in red, beside name of agent: "Comes with (TITLE OF PAID PERIODICAL)", or, "Comes on Membership to (Name of Association)." Also add to the upper right hand corner of kardex the PO number and date of the paid-for periodical which is supplying the free one.
- back of kardex and front are filed in their appropriate alphabetical position in the kardex file.
- if issue accompanies the indications, file bindery card only and place a red flag in front sleeve of kardex holder; clip front of kardex to issue and give to kardex clerks.

First Kardex needing Gift Letter

- use form letter. Fill in address, date, subject (title).
- Send white and pink slips.
- file yellow (with order slip) in Query file under title, with title ticked (✓) and date circled.
- make B-slip and First Kardex, as in previous example.
- in upper right hand corner of kardex, where PO number would be if the subscription were being paid for, type "(today's date) Gift Letter."

See over for samples.

To Address of Publisher

INDIANA UNIVERSITY LIBRARY
SERIALS DEPARTMENT
BLOOMINGTON, INDIANA

DATE: Today's date

SUBJECT: TITLE AS ON KARDEX

Message

Dear Sir,

The Indiana University Library has been informed of your publication and is interested in receiving future issues. We understand that it is available free to educational institutions: please advise if there is a cost involved before sending any issues. We would like to begin our subscription with V.,..., no.... and to continue until cancelled. Also please advise of cost and availability of backfiles. Please direct all correspondence, issues, etc. to the above address. Thank you.

Sincerely,

SIGNED ______ Serials Librarian

Reply

TO

DATE:

RED REFERS TO BACKFILES ONLY

SIGNED ______

PLEASE RETURN THIS COPY TO SENDER

BEST COPY AVAILABLE

PROCEDURE FOR GIFTS AND EXCHANGES

February 10, 1975

OFFERS OF GIFTS

Offers of gifts are accepted by the Gifts and Exchanges assistant, with the understanding that publications which cannot be used by the McLennan Library will be disposed of by means of our Duplicate Exchange System. Material is inspected by Selection personnel after receipt.

OFFERS OF EXCHANGES

Letters requesting Exchange agreements are referred to the Associate Area Librarian, Humanities and Social Sciences.

Duplicate Exchange Lists from other libraries are sent to the Selection Department.

TRANSPORTATION OF GIFTS

Donors are encouraged to deliver their gifts to the Mail Room of the McLennan Library.

When we are requested to send for gifts, the Gifts and Exchanges assistant writes a memorandum to the Head of the Acquisitions Department who arranges with the McLennan Library Budget Office to order the Mail Service Truck to pick up the gifts. The Budget Officer telephones the donor to arrange a convenient time for the collection. The Mail Service delivers the gifts to the Gifts and Exchanges Section.

Gifts and Exchanges received by mail are handled by the Receiver, who places them on a shelf in the Receiving Room marked Gifts and Exchanges. The Gifts and Exchanges assistant removed publications from this shelf at least once each day.

- -

Publications received in the Gifts and Exchanges Section are treated as follows:-

ACKNOWLEDGMENTS

(a) *Gifts from individuals.* Acknowledgment letters are prepared, sent to the Head of the Acquisitions Department for signature, and mailed to the donors. The carbon copy is filed in the Gifts file under the name of the donor.

(b) *Gifts from institutions.* Unless an acknowledgment is requested, gifts received from other libraries and institutions are not acknowledged.

(c) *Special gifts.* Gifts of special significance are acknowledged by a personal letter from the Director of Libraries.

PRE-SELECTION ROUTINE

1. A temporary slip showing author, title, publisher, date of publication, number of pages, name of donor and date of receipt, is prepared for each publication.

2. The material is then placed on a table for examination by the Selectors.

3. The temporary slip is filed in a temporary file until the Selectors have made their decision.

4. The temporary slips for publications of less than fifty pages are filed in a separate Pamphlet section of the temporary file. The monthly statistics form shows the number of pamphlets received, whether catalogued or rejected.

SELECTION

Selectors examine the material, dividing it into the following categories:-

(a) To be catalogued for McLennan Collection.

(b) To be offered to Departmental Libraries.

(c) To be placed on Duplicate Shelves.

(d) To be catalogued as added copies.

(e) To be rejected.

Each category is given a Selection Slip indicating the Selector's instructions.

MATERIAL SELECTED TO BE CATALOGUED FOR McLENNAN COLLECTION

(a) Using the temporary slip, the material is checked for duplication in the Catalogue, the In Process File and, if necessary, in the Standing Order File and Serials Kardex.

(b) Duplicates are placed on the Duplicate Shelves and the temporary slips are filed in the Duplicate section of the temporary file for use in compiling statistics.

(c) Bibliographic searching is done by the Gifts and Exchanges assistant.

(d) A two-part Requisition Slip is typed for each non-duplicate publication. The first part is placed in the publication; the second part is filed in the Catalogued section of the temporary file for use in compiling statistics.

(e) A five-part form is typed for each non-duplicate publication. The In Process Slip and File Copy are removed from the five-part form and held for subsequent filing. The remaining three parts are placed in the publication.

(f) Publications are placed on a book-truck which is taken by the Gifts and Exchanges assistant to thq Inspection Area on Friday morning of each week. On Monday morning the Gifts and Exchanges assistant brings the book-truck back to the Gifts and Exchanges Section.

(g) After inspection, publications to be catalogued are placed on the appropriate shelves in the Bibliographic Searching Section.

MATERIAL SELECTED TO BE OFFERED TO DEPARTMENTAL LIBRARIES

(a) The Gifts and Exchanges Assistant notifies Departmental Librarians that material of interest to their Department is being held in the Gifts and Exchanges Section for their inspection and will be held for a period of two weeks.

(b) Publications are placed on Departmental Shelves.

(c) Departmental Librarians inspect the publications and place a Selection Slip in those wanted for their Departmental Library.

(d) Items selected for Departmental Libraries are checked for duplication, using the temporary slips.

(e) Bibliographic searching is done by the Gifts and Exchanges Assistant.

(f) A two-part Requisition Slip is typed for each item. If the publication is a duplicate, the Class Mark is recorded on the Requisition Slip. The first part is placed in the publication; the second part is retained in the Gifts and Exchanges Section for use in compiling statistics.

(g) A five-part form is typed for each publication. The In Process Slip and File Copy are removed from the five-part form and held for subsequent filing. The remaining three parts are placed in the publication.

(h) Duplicate publications which have a Library of Congress Class Mark are placed on the added copy shelves in the Cataloguing Department. Duplicates which have a Cutter Class Mark are treated as non-duplicates.

(i) Non-duplicate publications are placed on the appropriate shelves in the Bibliographic Searching Section.

(j) Items rejected by Departmental Librarians are placed on the Duplicate shelves.

(k) Items which have not been inspected by Departmental Librarians within a period of one month are placed on the Duplicate Shelves.

MATERIAL RECEIVED FROM DEPARTMENTAL LIBRARIES FOR CATALOGUING AND RETURN TO DEPARTMENT

(a) A two-part Requisition Slip is typed for each publication.

(b) The material is checked for duplication.

(c) Bibliographic searching is done by the Gifts and Exchanges Assistant.

(d) A five-part form is typed for each publication. The In Process Slip and File Copy are removed from the five-part form and held for subsequent filing. The remaining three parts are placed in the publication, together with part one of the Requisition Slip. The second part of the Requisition Slip is kept in the temporary file until the monthly statistics have been compiled.

(e) Publications are placed on the appropriate shelves in the Bibliographic Searching Section or on the Added Copy shelves of the Cataloguing Department.

- -

SERIES

For publications which form part of a series but are to be catalogued as monographs, the regular routine for Gifts to be Catalogued is followed. Part one of the Requisition Slip and three parts of the five-part form are placed in the publication. The publication is then given to the Standing Order Section of the Acquisitions Department, where a record of the series is kept. The Standing Order Section forwards the publication to the Cataloguing Department.

- -

DUPLICATES AND REJECTED PUBLICATIONS

The temporary slip for publications which are Duplicates or Rejected is retained in the temporary file for use in compiling statistics. After the statistics are compiled, the temporary slips are filed in the "Uncatalogued" section of the Gifts and Exchanges File. They are later used in compiling Duplicate Exchange Lists are are subsequently discarded.

- -

FILING

The In Process Slip is filed by the Gifts and Exchanges Assistant in the In Process File, under the title.

The File Copy is filed in the Gifts and Exchanges File, under the author.

- -

LEGAL DEPOSIT

The McLennan Library receives copies of publications by Departments and Members of the Faculty of McGill University which have been deposited in the National Library, Ottawa, and the Quebec National Library.

(a) All publications received are listed on the Legal Deposit List on file in the Gifts and Exchanges Section.

(b) One copy of each publication is sent to the Department of Rare Books and Special Collections, with a memorandum indicating that it is for Legal Deposit.

(c) The remaining copies are placed on the table for examination by the Selectors. If selected for cataloguing, the regular procedure for gifts for the McLennan Collection is followed. If rejected by the Selectors, the publications are placed on the Storage shelves of the Gifts and Exchanges Section.

- -

THESES

The Theses Office, Faculty of Graduate Studies and Research, notifies the Gifts and Exchanges Section when the Theses are ready. The Gifts and Exchanges Assistant sends a memorandum to the Head of the Acquisitions Department, who instructs the Mail Service to collect the Theses and bring them to the Gifts and Exchanges Section.

The Theses Office sends to the Gifts and Exchanges Section an annotated list, in quadruplicate, showing the location of second copies not sent to the McLennan Library.

(1) The theses are checked against the list and each thesis is checked for the correct authorization forms, title-page and abstract.

(2) A five-part form is prepared for each thesis, showing author, title, degree, department and date, and the location of second copies; All five parts are inserted in the thesis.

(3) One copy of the annotated list is returned to the Theses Office with an attached memorandum signed by the Head of the Acquisitions Department, certifying that the theses have been received in the McLennan Library.

(4) One copy of the list is filed in the Gifts and Exchanges File.

(5) Two copies of the list are sent to the Head of the Cataloguing Department.

(6) A report on the total number of theses, the number of first copies, the number of second copies, any omissions of forms in theses, and missing theses, is prepared by the Gifts and Exchanges Assistant and sent to the Head of the Cataloguing Department.

(7) The Cataloguing Department is notified when the theses are ready, and the theses are kept in the Gifts and Exchanges Section until the Cataloguing Department sends for them.

- -

EXCHANGES

(a) INCOMING EXCHANGES

Incoming Exchanges are treated in the same way as gifts.

(b) OUTGOING EXCHANGES

We send on exchange to about one hundred libraries the Proceedings of the Industrial Relations Conference. This Conference is held annually, but sometimes it is held in other Universities, and we receive for exchange only the Proceedings of those Conferences held in McGill University. Consequently, there are some years when we do not send out any exchange publication.

There is an exchange arrangement with the Roumanian State Library whereby we send them one copy of each publication issued by the McGill-Queen's University Press. Those publications are sent to the Gifts and Exchanges Section by the Standing Order Section, and
the the Gifts and Exchanges assistant attends to their preparation for shipping. Each parcel requires an address label, a 91B Customs declaration, a 15B Customs declaration and a 163 Despatch note. The labels and declarations are placed in the publications and they are given to the Mail Service for wrapping and shipping. A list of all publications sent is on file in the Gifts and Exchanges File.

- -

McGILL UNIVERSITY PUBLICATIONS

Other Departments of the University handle their own publications. When letters are received requesting publications, we forward the request to the appropriate Department.

Members of the Faculty sometimes have their work published. Requests for such publications are forwarded to the Faculty member concerned.

Requests are sometimes received for publications which are no longer available. The Gifts and Exchanges assistant writes to the person requesting it, stating that the publication required is no longer available.

- -

DUPLICATE EXCHANGE

When there is a sufficient accumulation of duplicates and rejected gifts, the Head of the Acquisitions Department instructs the Gifts and Exchanges assistant to compile a Duplicate Exchange List.

(1) The publications on the Duplicate Shelves are arranged in alphabetical order by author.

(2) The temporary file is checked and temporary slips are withdrawn and used in compiling the list. The temporary slips are then discarded.

(3) Some of the duplicate publications are received through the Order Section and no slips will be found for those. They must be integrated with the gift publications to form an alphabetical list.

(4) The list is sent to the Head of the Acquisitions Department for approval and forwarded to the Duplicating Service for copying. The Head of the Acquisitions Department reviews the Mailing List periodically and decides how many copies of the list should be mailed. The latest mailing list, which includes all Canadian University Libraries and CEGEPs, is on file in the Gifts and Exchanges Section.

(5) The Gifts and Exchanges assistant addresses the envelopes and prepares the lists for mailing.

(6) Requests for publications are received by the Gifts and Exchanges assistant, who prepares the address labels and gives the publications to the Mail Service for wrapping and mailing. Requests are filled in order of receipt and no notice of unavailability is sent.

(7) One copy of the Duplicate Exchange List is annotated, indicating which items have been sent out and to whom they have been sent. This list is filed in the Gifts and Exchanges File.

(8) Cheques and Money Orders received in repayment of postage are forwarded to the Accounting Section to be deposited to the Postage Account. Postage stamps received are retained in the Gifts and Exchanges Section for future use.

- -

DUPLICATE EXCHANGE LISTS RECEIVED FROM OTHER LIBRARIES

These lists are checked by the Selectors, who mark the items required and give the lists to the Gifts and Exchanges Assistant. The Gifts and Exchanges Assistant checks the marked items for duplication, writes a letter requesting non-duplicate items, and sends the letter to the Head of the Acquisitions Department for signature.

When the publications are received, the amount of postage is noted and refunded to the donor library. If the Gifts and Exchange Section has sufficient exchange postage stamps tp cover the amount, the stamps are sent with a covering letter to the donor library. If there are not sufficient stamps, the Accounting Section is notified that the amount is to be refunded and the refund is made by cheque.

The publications are then treated in the same way as other incoming gifts.

- -

DONOR LISTS

For gifts from individuals, a list is typed under the name of the donor and filed in the Donor File of the Gifts and Exchanges Section. Gifts of one or two publications, which are mentioned on the acknowledgment, do not require a separate list. The copy of the acknowledgment letter is a sufficient record.

- -

STATISTICS

Monthly statistics are compiled on the last day of each month and sent to the Head of the Acquisitions Department.

The Monthly Statistics Form includes the following:-

All items accepted through inspection by Selectors. (1.A. 1)

All items accepted through inspection by Departmental Librarians. (1.A. 1)

Number of pamphlets received. (1.a. 4. xxi)

Number of items received as Legal Deposit. (I.)

McGill University Theses. Number of titles. (II.)

McGill University Theses. Number of volumes. (1.a. 4. xxi)

Government Publications. (1.A. 2)

Microtexts, microfilms, etc. (1.A. 3)

Exchanges sent out. (III.)

Notable gifts. (IV.)

The monthly statistics include the total in each category received since June 1st.

In addition to the information required on the Monthly Statistics Form, a list is compiled showing the number of publications processed for each Departmental Library, the number of duplicates received, the number of rejected gifts and the number of exchanges received.

The second part of the Requisition Form and the Temporary Slips are used in compiling the statistics. After the statistics are compiled, the Temporary Slips are filed in the Uncatalogued section of the Gifts and Exchanges File and part two of the Requisition Forms are discarded.

ANNUAL REPORT

An Annual Report is prepared in May. Three copies are typed. Two copies are sent to the Head of the Acquisitions Department. The third copy is filed in the Gifts and Exchanges Section.

For use in compiling the Annual Report, the following statistics are recorded in the Gifts and Exchanges Section at the end of each month:-

(1) Catalogued for McLennan Library.

(2) Catalogued for Departmental Libraries:-
 (a) Number catalogued for each Department.
 (b) Total number catalogued for Departmental Libraries.

(3) Number of pamphlets received.

(4) Number of Government Documents received.

(5) Duplicates received.

(6) Rejected gifts received.

(7) Microfilm, microfiche etc.

(8) Total number of gifts received, including catalogued, duplicate and rejected gifts.

(9) Exchanges received.

(10) Exchanges sent out.

(11) Duplicate exchange. Number of titles listed and number of titles sent out.

(12) Duplicate exchange lists from other libraries. Number of titles requested and number of titles received.

(13) McGill University Theses. Total number of volumes, number of titles, number of one copy, number of two copies.

(14) Legal Deposit. Number of titles and number of volumes.

(15) Notable gifts requiring special mention in the Annual Report.

==

DOC. 13

PROCEDURES: Gifts of Serial Subscriptions & Standing Orders

With the continuing budgetary difficulties, there is an increased incidence of donors wishing to contribute subscriptions (etc.) to the Library. Few patrons are aware of processing costs and other complications that arise with serials, & we must try to ensure that proper procedures are followed:

1. NEWSPAPERS are kept current only, and may be offered by a publisher or an individual donor/patron. Assuming that the offered title meets established UMass criteria, Bib Div accepts & acknowledges, with information copies to Ref/Newspaper Area and to Serials Dept. In the case of an individual contributor, it is preferable that the donor send payment directly to the publisher (or subscription agent) with instructions to address to:
   Newspaper Area
   Univ. of Mass. Library
   Amherst, MA 01002 [USA, if foreign]

   If the donor cannot pay directly, cash or check for deposit in the Friends of the Library Trust Fund is acceptable, but in such cases, an order must be authorized by Bibliography Division and placed by the Serials Dept.

2. MAGAZINES (& other serials) necessitate a considerably greater processing expense. Appropriate academic representatives must be consulted to ensure that a new title begun as a gift is of sufficiently high priority that the department is willing to sacrifice a lower priority serial (if necessary) in order to continue the new one. The donor should make a contribution to cover subscription cost for not less than one year (& preferably longer) to the Friends of the UMass Library. Bibliography Division must authorize placing of such orders through the Library's Serials Department.

   NB: Under no circumstances should a prospective donor take unilateral action to place a new subscription for the Library; any questions should be referred to the bibliographer responsible for the subject/area, or to the Chief Bibliographer.

3. Donors who wish to contribute money to ensure renewal of a serial title already received by the Library should also send their donations to the Friends of the Library. However, serial titles duly canceled in the serials review project cannot be reinstated without formal review and approval of the Chief Bibliographer.

4. The Library cannot set up a new subscription except on the bases described above. Offers of patrons to bring in personal copies after they have finished reading them as a substitute for a subscription, cannot be accepted because such an arrangement affords no legal recourse in cases of non-delivery.

5. All donations will be acknowledged in the usual way, and they are income-tax deductible. However, (unlike bound books) serial issues cannot be plated with a donor's name.

APPROVED, Director of Libraries, January 8, 1976

SF/am

DOC. 14

General Procedures
for
Regular Gift Processing

1. Section head or assistant will do the preliminary search, the chief purpose of which will be to identify duplicates.
   a. He will fill out a search slip with minimal bibliographic information (author, title, publisher, date, edition if applicable).

   b. Search slip will indicate what entries he searched in main catalog (these will normally be limited to author and title.)

2. Section head or assistant will conduct a shelf check for duplicates.
   a. He will indicate on search slip if: 1) book on shelf; 2) not on shelf; 3) in circulation; 4) in poor physical condition.

An informal decisioning (by Order Department head or someone she asks) may take place at any point here (even before the initial catalog search) to determine if further search or decisioning is required. (It is assumed that the Director of Special Collections will check shelves at regular intervals or upon special request, to identify possible rare or valuable volumes.)

3. Section head will stamp the date on the top of the search slip and place those books (dups and non-dups) chosen for decisioning on decisioning shelf in searchers' office.

4. The following is a tentative outline of decisioning procedures which will be revised or refined in line with our experience: (Assistant head of the Order Department supervises these procedures.)
   a. A letter will have been sent to library faculty liaisons explaining the procedures and asking their cooperation in checking the shelves in their subject area regularly or contacting the academic departments if it seems necessary.

   b. The books will be divided into broad subject areas if their numbers warrant. The shelves will be so labeled.

   c. The shelves will be checked periodically, those books removed which have been decisioned.

   d. Individual contact may be made with liaisons for those books not decisioned.

5. Books decisioned for discard are sent to Gift and Sales.

6. Books decisioned for retention are:
   a. sent to Order Department secretary who will type temporary author title cards which are placed in the in-process file (recently published titles only).

   b. sent either to the additions section or to the cataloging assistant for further processing.

SELECTED PORTIONS OF:

DOC. 15

Barter Exchange - Ordering - From Publishers

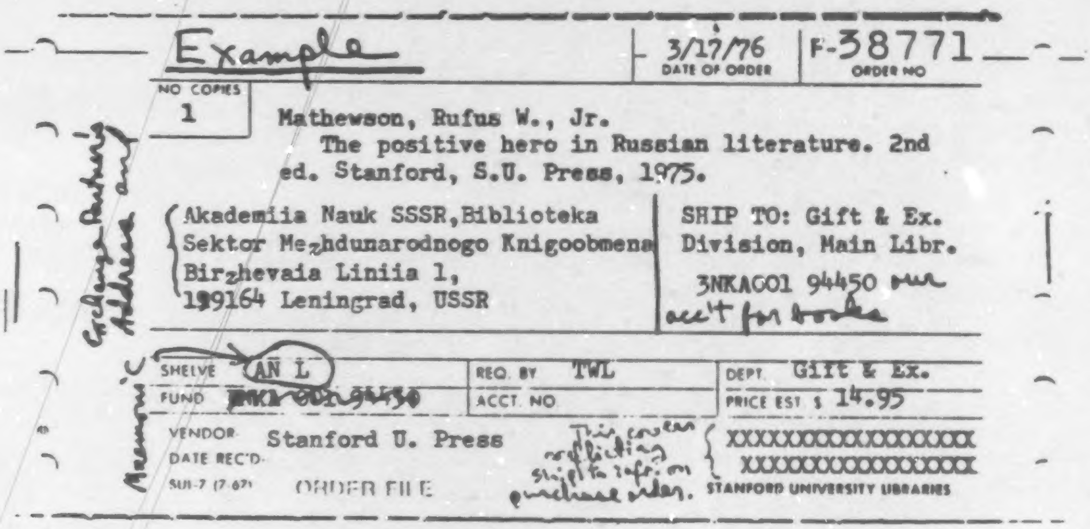
Use SUL-7 (7-67) slips (see attached) obtained from the Order Division. These slips are numbered and we are accountable for them.

For each title wanted a separate slip must be completed. The only exception is when placing a standing order or when ordering several volumes of a numbered series. In these instances all numbers wanted may go on one order slip.

DISTRIBUTION OF SUL SLIPS:

YELLOW:	REMAINS IN GIFT & EXCHANGE DIVISION FILED NUMERICALLY IN BOX CONTAINING ORDER SLIPS. (TEAR FROM LEFT TO KEEP WHITE COPIES JOINED) see example below.
WHITE:	(2 COPIES) SENT TO THE PUBLISHER. BE SURE TO CROSS OUT THE "SHIP TO: ORDER DEPARTMENT ON WHITE COPIES." (see example below)
ORANGE:	FILED NUMERICALLY IN THE ORDER DIVISION.
GREEN:	ATTACHED TO THE ORIGINAL REQUEST.
BLUE:	GIVEN TO MARGUERITE STUDEMEISTER
PINK:	DISCARDED

NOTE: For subscription orders from Stechert MacMillan the ship to address is that of our exchange partner. The account then is 3NKA001 94451.



Example

3/17/76
DATE OF ORDER

F-38771
ORDER NO

NO COPIES
1

Mathewson, Rufus W., Jr.
The positive hero in Russian literature. 2nd ed. Stanford, S.U. Press, 1975.

Akademiia Nauk SSSR, Biblioteka
Sektor Me$_z$hdunarodnogo Knigoobmena
Bir$_z$hevaia Liniia 1,
199164 Leningrad, USSR

Exchange Partner's Address and

SHIP TO: Gift & Ex. Division, Main Libr.
3NKA001 94450 our acc't for books

SHELVE AN L

FUND ~~3NKA 001 94450~~

REQ. BY TWL

ACCT. NO

DEPT. Gift & Ex.

PRICE EST. $ 14.95

VENDOR Stanford U. Press

DATE REC'D.

This covers conflicting ship to info on purchase order.

XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

STANFORD UNIVERSITY LIBRARIES

SUL-7 (7-67) ORDER FILE

Memorandum

Barter Exchange - Books Ordered From Vendors

PROCEDURES

The Stanford University Libraries must buy books in support of their exchange program with foreign institutions, particularly those in the Soviet Union and eastern European countries.

Books are ordered from two different jobbers, Academic Book Center in Portland, Oregon and John Coutts Library Services in Lewiston, NY.

Each jobber has the addresses of those institutions we most frequently order for. Other addresses must be supplied as we order.

The complete ordering procedure is as follows:

I. A list of titles wanted is received. The Division Head approves the list, selects the vendor and passes it on to be ordered.

II. The list is examined for Stanford Univ. Press and Hoover Institution Press titles. Those are ordered directly from the publishers.

III. The list is then assigned a two-part order number. The first part contains a letter code representing the exchange partner. The second part has a number and a letter. The number tells how many orders we have placed with a particular vendor, the letter tells which vendor we ordered from.

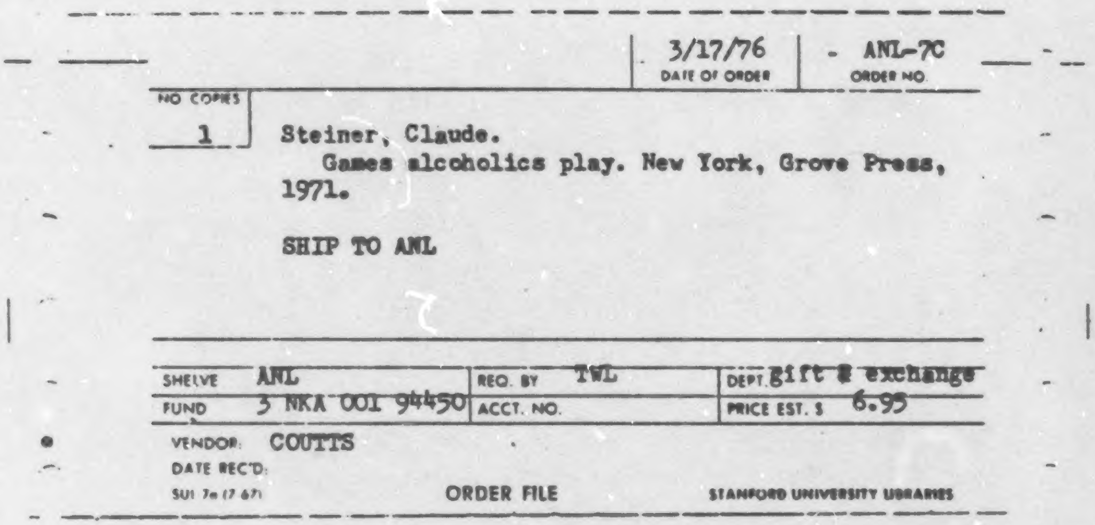
FOR EXAMPLE,

ANL-7C means we are ordering books to be shipped to ANL or the Library of the Akademia Nauk in Leningrad. It is the 7th order placed with vendor C, Coutts Library Service.

ANL-7A could also occur on the same date as ANL-7C if we ordered books for ANL but from Vendor A, Academic Book Center. In that case it would also be the 7th order from Academic Book Center.

IV. The next step is to type an order slip (SUL-7a) for each title requested (see below). For example, if there are 40 titles, forty order slips will be typed but the order number, ANL-7C, will appear on each of the slips.

V.



3/17/76
DATE OF ORDER

ANL-7C
ORDER NO.

NO COPIES
1

Steiner, Claude.
Games alcoholics play. New York, Grove Press, 1971.

SHIP TO ANL

SHELVE ANL	REQ. BY TWL	DEPT. gift & exchange
FUND 3 NKA 001 94450	ACCT. NO.	PRICE EST. $ 6.95

VENDOR: COUTTS
DATE REC'D:
SUL 7a (7 67)
ORDER FILE
STANFORD UNIVERSITY LIBRARIES

VI. Distribution of SUL-7A Slips:

YELLOW: Keep for our records. Attach to a blank sheet of 8 1/2 x 1 11/2 paper (scratch paper o.k.) in alphabetical order and file in Slavic loose leaf by exchange partner, most recent orders first. Check off each title and note invoice number on the yellow copy as the order is filled. When an order is completely filled the sheets of SUL-7A slips are filed in the exchange file drawer.

GREEN: Send to vendor with cover letter order (see example #1 which follows).

PINK: Send to requesting library along with cover letter (see example #2 which follows).

BLUE: Send to vendor.

EXAMPLE # 1

DATE

Coutts Library Services
736 - 738 Cayuga Street
Lewiston, NY 14092

TO WHOM IT MAY CONCERN:

Enclosed are (no. of orders) titles requested on Order ANL-7C, to be shipped to ANL:

Akademiia Nauk SSR
Biblioteka
Sektor Mrzhdunarodnogo Knigoobmena
Birzhevaia Liniia 1
199164 Leningrad, USSR

Sincerely yours.

EXAMPLE # 2

DATE ____________________

ADDRESS OF EXCHANGE PARTNER HERE

TO WHOM IT MAY CONCERN:

ENCLOSED ARE SLIPS FOR TITLES WHICH WE HAVE ORDERED FOR YOUR LIBRARY FROM ___________________________ ON ____________________.

THE MATERIAL WILL BE SHIPPED DIRECTLY TO YOU BY THE BOOK VENDOR. IF ANY TITLES ARE UNAVAILABLE WE WILL ADVISE YOU TO THAT EFFECT.

SINCERELY YOURS,

NOTE: When books are ordered from the Stanford University Press or Hoover Press, or when we have those titles on hand, the sentence above beginning "The material..." should read "THE MATERIAL WILL BE SHIPPED BY US AS SOON AS WE RECEIVE IT."

BARTER EXCHANGE

STANDING ORDERS, SUBSCRIPTIONS

Most subscriptions and standing orders placed for our exchange partners go through STECHERT MACMILLAN. Budget account code 3NKA001 94451 is used when processing invoices for these item types.

Notable exceptions for vendors are those we deal with regularly, that is ANNUAL REVIEWS, STANFORD UNIVERSITY PRESS, and HOOVER INSTITUTION PRESS. We order directly from those publishers whether it be for one item or a continuing order.

Ordering procedures for subscriptions and standing orders are the same as discussed on page 1 except for the budget account code, mentioned above, and the wording on the purchase orders, which should go as follows:

SUBSCRIPTIONS:

[Title] Subscription to begin with [______] and to continue until further notice.

STANDING ORDERS:

[vol.#] and a standing order for all future volumes as published.

SELECTED PORTIONS OF:

- GIFT & EXCHANGE PROCEDURES - . Stanford University

RECEIPT, ACKNOWLEDGEMENT, AND DISPOSAL

Prompt, accurate, and effective acknowledgement of gifts and the maintenance of complete and accurate donor records in a centralized location are integral functions of the Gift & Exchange Division.

To insure the proper and consistent handling of gifts and gift acknowledgements, the following procedures are to be followed.

RECEIPT OF GIFTS

When a gift is received, the donor must be informed that the University accepts the gift with the understanding that duplicates and unwanted material may be disposed of to the University's advantage. The General Secretary's Office has indicated that a verbal statement to this effect is binding once the material has been received and acknowledged by the Library. If requested by the donor, or if the Library feels it necessary, a gift receipt form stating these conditions may be issued by the Gift & Exchange Division (see attached).

Proffered gifts that may be bound by donor imposed restrictions are subject to review by the Director's Office before acceptance.

Gifts received via mail are to be directed to the Gift & Exchange Division for acknowledgement and processing.

Gifts delivered by a donor are to be directed to the Gift & Exchange Division, Room 203, Main Library.

In exceptional cases, a donor may prefer to deliver the gift to another location on campus. Upon receipt of such material, the librarian in charge must immediately notify the Gift & Exchange Division of full details, i.e., donor's name, donor's address, conditions or preferences, if any, size and nature of material, request for appraisal, etc. The Gift & Exchange Librarian will make arrangements to receive the gift.

Gift pick-ups at the donor's residence or office, within the Bay Area, will be arranged by the Gift & Exchange Division. If outside the Bay Area, acceptance will be reviewed by the Director's Office.

If the donor is on campus and the gift is small (fills two small cartons or less), someone from the Gift & Exchange Division may pick it up.

Large gifts are picked up by the Library Mail Room. The Building Services for the Library must be notified, in writing, five working days prior to a pick-up. Requests should include the following information:

1) Donor's name, address, and phone number;
2) Size of gift, approximate number of boxes;
3) Date of pick-up (must be a Tuesday, Thursday, or Friday);
4) Time of pick-up (must be afternoon).

Gifts must be boxed before the Mail Room will pick them up. If at all possible, donors must pack their gifts. In some cases, staff from the Gift & Exchange Division will visit a donor in advance of the Mail Room van and pack a gift.

MONETARY GIFTS

Monetary gifts are generally received and acknowledged by the General Secretary's Office. Cash or checks received as gifts by members of the Gift & Exchange Division should be sent to the Library Financial Office with any cover letter or fund instructions. The name and address of the donor, plus special instructions, should be printed legibly on an accompanying note if no cover letter exists.

Donors of monetary gifts should be directed to the General Secretary's Office whenever possible.

ACKNOWLEDGEMENTS - NON MONETARY GIFTS

All non-monetary gifts (gifts in kind) to the Stanford University Libraries are processed and acknowledged by the Gift & Exchange Division.

A donor record is typed on a 4" x 6" card. Include the following:

1) Full name;
2) most current address;
3) date of gift;
4) description (brief) of gift;
5) any other important information.

Acknowledgements are typed from copy prepared by the Division Head. Gifts of material worth $100.00 or more receive a formal acknowledgement (see attached). Gifts worth less receive an informal acknowledgement.

Carbon copies of acknowledgements go to
1) Gift & Exchange Division correspondence files;
2) GSO* (General Secretary's Office), Encina Hall;
3) Other offices when specified. For example, gifts received directly by the Department of Special Collections are acknowledged by the Gift & Exchange Division. A carbon copy of the acknowledgement should be sent to Special Collections for their files.

* For gifts of one or two books from publishers, authors, foundations, institutions, etc., the gift is recorded and acknowledged but GSO receives no carbon copy.

7

Finished acknowledgements are proofread by the Division Head and then sent to the Chief of the Acquisitions Department for his information. From there, acknowledgements are sent to the Director's office to be signed and mailed out.

UNIVERSITY LIBRARIES
STANFORD, CALIFORNIA 94305

INFORMAL

Mr. A. Generous Donor
777 Book Way
Redwood City, CA 94063

Stanford University Libraries

gratefully acknowledges your gift of

a copy of your book entitled THE SAGE OF TARRAGON.

March 20, 1975

DIRECTOR OF UNIVERSITY LIBRARIES

[illegible]

ACKNOWLEDGMENT OF GIFT

THE BOARD OF TRUSTEES
of The Leland Stanford Jr. University
gratefully acknowledges your gift
to the University Libraries of

forty-eight volumes of general
literature with a list price
value of $296.75.

March 20,1976

Donor A. Generous Donor

Director of University Libraries

I. SAMPLE

The Board of Trustees of The Leland Stanford Jr. University acknowledges that it has accepted from

a gift to the Stanford University Libraries of

Books and other materials for the University Libraries may, in the discretion of the Director of University Libraries, be incorporated into the collections, exchanged for other materials, or sold, the proceeds being used for the benefit of the University Libraries.

This gift is absolute and irrevocable.

In witness whereof the donor has subscribed his name hereto and the Board of Trustees has caused its name to be subscribed this ____________ day of ____________, 19

DONOR

DONOR'S ADDRESS

The Board of Trustees of The Leland Stanford Junior University

BY ____________

EXAMPLE

DEPOSIT-GIFT AGREEMENT

It is agreed on this ______________ day of ________________, 1974, between ________________ and the BOARD OF TRUSTEES OF THE LELAND STANFORD JUNIOR UNIVERSITY that the Manuscripts Division of the Department of Special Collections, Stanford University Libraries, on behalf of the BOARD OF TRUSTEES OF THE LELAND STANFORD JUNIOR UNIVERSITY, will accept the following described papers and materials, heretofore and now the property of ______________, on (temporary/permanent) loan, and with the understanding that the title to all of said papers and materials will become the property of the BOARD OF TRUSTEES OF THE LELAND STANFORD JUNIOR UNIVERSITY pursuant to the provisions of the Will of ______________, or, in the option of ______________, by prior inter vivos gifts of all or any part or portion of said described papers and materials at such time or times during her lifetime as ________________ may elect:

(DESCRIPTION OF COLLECTION FOLLOWS)

It is further agreed that the said described papers and materials shall be arranged and cataloged and a guide or register to the said papers and materials will be prepared and the collection reported to the National Union Catalog of Manuscript Collections.

It is further agreed that the said described papers and materials shall be placed in protective containers and shelved in locked stack areas within the said Department of Special Collections and made available to researchers on request in a supervised reading room.

In the discretion of Stanford University Libraries such parts or portions of said described papers and materials from time to time may be loaned for exhibition purposes to responsible, reputable and reliable institutions and agencies, provided, however, that proper protective facilities are available and employed and that the said papers and materials so loaned are fully insured against loss or damage from whatever cause arising during the time said papers and materials are not in the custory of the Stanford University Libraries.

____
Signature (Name)

THE BOARD OF TRUSTEES OF THE

LELAND STANFORD JUNIOR UNIVERSITY

By______________________________

Its______________________________

STANFORD MEMORIAL FUND

For each $10.00 gift to the Memorial Fund, one Memorial Fund bookplate is prepared. For gifts of less than $10.00 one bookplate is prepared. The finished bookplates are sent to the Binding and Finishing Division where appropriate books are selected and the bookplates attached.

When a donor specifies that books be bought for the Branner Earth Sciences Library or the Department of Special Collections, the prepared bookplates and the gift advice slips are sent to those locations where the books will be selected and plated on location.

The Gift & Exchange Division secretary has a printed brochure and pre-addressed envelopes should anyone call for information. For questions not covered by the brochure, please refer the caller to Gift Processing, the General Secretary's Office.

EVALUATION OF GIFTS

Anyone connected with Stanford University is forbidden to appraise, for tax purposes, a gift to Stanford University. When an evaluation is required, the Gift & Exchange Division will initiate one of the following procedures:

1) The Gift & Exchange Division will set aside , for outside appraisal, significant gifts such as manuscripts, rare books, or large general collections:

2) The Gift & Exchange Division will inform donors of the publisher's list value or the subscription rate for small lots of current titles or periodicals. For out of print material you may use dust jacket prices, auction prices, or dealer catalogue prices. Sources must be cited and the donor must be told that this is not an appraisal for tax purposes.

Copies of all evaluations are sent to the General Secretary's Office.

Evaluations are made within the same tax year. The gift has to be physically at Stanford within the tax year claimed. Appraisals may be made the following year but the date of the gift must be stated.

DISPOSAL OF UNWANTED OR DUPLICATE GIFTS

The Gift & Exchange Division is responsible for disposing of all unwanted or duplicate material. Depending on the quality and quantity of material, the Gift & Exchange Librarian disposes of duplicates through

1) Duplicate exchange lists;

2) Book sales to dealers, other institutions, the Stanford community;

3) Trades to dealers for items needed by the Stanford University Libraries;

4) Gifts to charities, needy tax-exempt institutions, and the Stanford community.

All funds realized through sales are deposited to the Libraries' accounts through the Library Financial Office.

PROCESSING OF GIFTS

Once a gift has been acknowledged and appraised, the Gift & Exchange Librarian weeds the items not worth searching, that is, items out of scope, known to be duplicates, or imperfect.

Discards are disposed of through sales or exchange at the discretion of the Gift & Exchange Librarian.

After books are searched in the Main Card Catalogue and BALLOTS, non-duplicates are shelved by subject for review by curators and selectors.

Duplicates are reviewed by the Gift & Exchange Librarian for possible referral to curators and selectors.

Books selected to be added to the Stanford University Libraries are searched for cataloging copy and entered on BALLOTS. They are then shelved to await Catalog Data Slips. When the Catalog Data Slips arrive the next day, they are matched with books and sent to the Catalog Department.

Tulane University

Interdepartmental Correspondence

Howard-Tilton Library

DOC. 17

January 20, 1972

Policy on: Gifts (Money and gifts-in-kind)

(1) The head of the division or department which receives a gift has responsibility for seeing that a personal letter of acknowledgment or an acknowledgment form (sample attached) is sent to the donor, except, of course, in the case of anonymous gifts. The acknowledgment may be sent by the head of the division or department, or the Chief Bibliographer or Library Director may be asked to send the acknowledgment. In any case, for a major gift, a copy of the letter to the donor should be sent to the University Development Office. By this means that Office and the University President will be informed immediately of major gifts.

(2) The same person who sends the acknowledgment to the donor has responsibility for completing the standard eight-part form titled "Tulane University Transmittal of Gift" (sample attached). Copies of this form must be distributed as follows:

2 copies to Chief Bibliographer
5 copies to the University Accounting Office
1 copy retained in division or department
(or destroyed, at option of division
or department head)

Gifts-in-kind must have their value estimated on this eight-part form. In due course the University Accounting Office will send one of its copies of this form to the University Development Office.

(3) Anonymous gifts should also be reported on the eight-part form, although numerous and small gifts may be summarized on one form. The head of the division or department receiving the anonymous gifts has responsibility for seeing that the form is completed and copies distributed as indicated above.

(4) See separate policy statement on GIFTS-APPRAISALS.

John H. Gribbin
Library Director

SELECTED PORTIONS OF: GIFTS AND EXCHANGES DIVISION
POLICY AND PROCEDURES MANUAL OUTLINE JUNE 1975

UNIVERSITY OF UTAH
DOC. 18

RESPONSIBILITIES OF GIFTS AND EXCHANGES DIVISION

1. The solicitation of serials and monographs for the University of Utah Libraries either on an exchange basis or as a gift.

2. The disposal of superfluous library materials by sale, donation or exchange.

3. Distribution through donation, exchange and sale of Marriott Library publications.

1. Solicitation of Gift and Exchange Titles

a. Gift or exchange titles are initiated through the submission of a Gift and Exchange Request Form (Form #1 in Appendix), usually by a subject librarian or his designated representative. The form may be submitted with or without a sample issue of the desired publication attached.

b. On receiving the Request Form, the Gifts and Exchanges librarian, by virtue of his expertise, determines whether to solicit the request on a complimentary or an exchange basis.

c. If the decision is made to obtain on a complimentary basis, solicitation is either by telephone or the use of a form letter (Form #'s 2 and 3 for serial and monograph requests respectively). A carbon copy of a written complimentary or exchange request letter is filed in pending correspondence in alphabetical order by domestic state or by foreign state in two separate files. Those requests with a sample issue attached and which are of a too bulky nature to be interfiled in current correspondence, are placed on the shelves in Gifts and Exchanges Division in alphabetical order by domestic state or by foreign country. A duplicate carbon is interfiled with pending correspondence with an indication that there is a sample issue(s) on the shelf.

d. In soliciting serials and monographs on exchange, the Gifts and Exchanges Division offers, in exchange, 15 currently published serial titles, duplicate monographs from the Marriott Library's collection, and monographs purchased from commercial U.S. and Canadian publishers. The list of serial publications available on exchange is sheet #4 in the Appendix. The one omission from this list is the PACIFIC JOURNAL OF MATHEMATICS (PJM). Any exchanges established with the PJM are arranged by Dr. Henry Alder, Department of Mathematics, University of California at Davis, Davis, CA 95616. Serial exchange titles are obtained either free of charge, or at a discount, or at cost. On sheet #4 in the Appendix, nos. 5, 7, 8, 9b and c, 10, 11 and 12 are obtained free of charge; nos. 1, 2, 4, 6 and 13 are purchased at discount prices; and nos. 3, 9a, d and 3, and 14 are acquired at publisher's cost price.

e. In the case of nos. 1-6, 8, 9a, b, c, d, e, 13 and 14, the Mailing Bureau, Bldg. 513 on campus, packages and mails the publications as per the Library Exchanges Mailing List. No. 7 is distributed by Western Political Quarterly, 214 OSH, Campus; Nos. 10, 11, and 12 by the Gifts and Exchanges Division, 242 ML, Campus; and No. 15 (not listed), the PJM, by Dr. Henry Alder, Department of Mathematics, University of California at Davis. Mailing lists for the serial publications which Gifts and Exchanges distributes are maintained in 242 ML. Campus publications are purchased by submission of a University of Utah, Campus Order (see sample #5 in Appendix).

f. The computer produced Library Exchanges Mailing List is arranged in two parts: in zip code number sequence for the domestic states; and alphabetical by foreign country for international exchanges. In addition both domestic and foreign exchange addresses are arranged in alpha number order (see sample sheet #6 in the Appendix). Serial exchange titles are number coded. These codes may be found in the front of the Library Exchanges Mailing List. Additions to and deletions from the Library Exchanges Mailing List are effected by the submission of Gifts and Exchanges Division, Additions and Deletions Form (see sample sheet #7 in Appendix). When a deletion or addition of a code is made, the number of issues of that particular title is altered accordingly on a sheet in the front of the mailing list and the publisher of that title is notified. In this way, the Mailing Bureau will not run short of numbers of a title for distribution.

g. On receiving confirmation and/or receipt of a monographic or serial title on a gift or exchange basis, the pending correspondence is pulled from the files. If the item requested is a monograph, the title is sent to the shelves of the Bibliography Section located in Monographs Order Division and the librarian requestor notified by returning the GEX request form to her. When issues of a serial title are received in Gifts and Exchanges Division (sometimes without written confirmation!), a Serials Bibliographic Information Work Sheet is typed and attached to the latest issue of the serial title (sample of Work Sheet is sheet #8 in the Appendix). All pertinent information is included such as publisher, to be catalogued or not, frequency, language(s) and country(ies) of publication, date the title was requested and by whom, the requestor's department, the source (gift or exchange), the destination, the agent (all gifts and exchanges serial titles are agent 98) and a claim address (if necessary)--the address from which missing issues of a serial title may be claimed. A temporary 3"x5" serials work sheet containing much of the information on the large work sheet is filed in a grey box in Gifts end Exchanges (sample of serials 3"x5" work sheet is #9 in Appendix).

If the serial title concerned is an exchange, a buff exchange card is typed to record the titles being sent an exchange partner (see sample #10 in Appendix). The source of the exchange is typed on the bottom left of the buff card together with the city and state/country and the complete address is typed on the top left of the white card which is filed behind the buff in the Gifts and Exchanges Division Serials Kardex.

h. After verification of a gift or an exchange title in Serials Order Division, a photocopy of the record in Serials Order Division's kardex is returned to Gifts and Exchanges. It is checked; the 3"x5" serials work sheet is pulled; issues of a particular title which have been received since the serials bibliographic information work sheet was typed, are pulled from the shelves in Gifts and Exchanges Division and sent to Serials Order Division; the verified title of an exchange publication is added to the white card in the Gifts and Exchanges Division exchange kardex; and the photocopy of the Serials Order Bibliographic Work Sheet is sent to the subject librarian so that he or she may arrange the shelves accordingly.

i. Current and retrospective issues of GEX serial exchange titles requested by an exchange partner are housed in room 240. Issues distributed on exchange are mailed from GEX via the mail bag using the Marriott Library mailing label (see sample #11 in Appendix).

j. Solicited and unsolicited serial and monograph gift titles received in the Gifts and Exchanges Division are subjected to an initial screening by the Gifts and Exchanges Division librarian. Donors are acknowledged with a personal letter, or post card (see sample #12 in Appendix for post card). A carbon copy is sent to the Development Office, 306 Park. At the donor's request the Gifts and Exchanges Librarian performs

m. Incorrect addresses for gift and exchange serial titles are changed through the utilization of form #19 (see Appendix). Gifts and Exchanges Division is notified about the non-receipt of gift and exchange titles by Serials Order Division Check-in Clerks on a claim form, only after two unsuccessful claim attempts have been made by Serials Order Division. Gifts and Exchanges Division then mails its own claim form (see sample #20) retaining a carbon copy in its pending correspondence.

n. Changes to serial gift and exchange titles in Serials Order Division kardex records (eg: change of address, source, etc) and in the Public Serials List are effected by submission of Public Serials List Request for Changes Form (see sample #21 in Appendix).

o. On a limited and restricted basis, Gifts and Exchanges Division purchases commercial U.S. and Canadian monographs for certain foreign exchange partners only. Except under exceptional circumstances, no monograph costing more than $25.00 is purchased. The procedure for ordering involves the submission of a monograph exchange request to the Accounts Payable Section, Monographs Order Division. Full bibliographic information is provided as per sample #22 (see Appendix). Of particular importance here is the designation GEX MONO EXCH. A carbon copy 3"x5" slip is filed in the grey box in Gifts and Exchanges Division, with a compliments slip (see sample #23 in Appendix) and a mailing label attached. The cost of the ordered book is then debited from Gifts and Exchanges Accounts Book When the monograph is received in Monographs Order Division, the Accounts Payable Section assistant places the title on a shelf marked GEX MONO EXCH in Gifts and Exchanges Division. The carbon copy of the monograph request card is pulled and then mailed on such a date written over it; it is refiled in another grey box representing monographs already mailed.

The book is then mailed with the compliments of Gifts and Exchanges Division slip inserted and the mailing label attached to the cover.

2. Disposal of Superfluous Marriott Library Materials.

   a. The Gifts and Exchanges Division is responsible for the disposal, by sale, donation or exchange, of all superfluous printed materials in the Marriott Library. The Gifts and Exchanges librarian decides how to dispose of duplicate monographs, journals, and pamphlets.

   b. Materials withdrawn from the Marriott Library's collection are sent to Gifts and Exchanges Division by Cataloging Department and placed on a truck. Every Friday afternoon, at approximately 2:30 p.m., the truck is wheeled out to the west entrance where the monitor desensitizes the books. The truck is returned to Gifts and Exchanges Division by a GEX assistant and the GEX librarian decides on the prices at which to mark the books prior to their storage in room 240.

   c. Books withdrawn from the collection and suitable for offering on exchange are placed on the appropriately marked shelves in room 240. These will be offered at a later date to an institution selected by the Gifts and Exchanges librarian. Books which have already been offered on exchange are also stored in an adjacent area in stock room number 240.

   d. All superfluous Library materials stored in room 240 await transhipment to the Marriott Library Auditorium for the annual book sale organized by Gifts and Exchanges Division. (Details of book sale may be found in file in Gifts and Exchanges Division. Information on advertizing, arrangement, most pragmatic time for holding a book sale, etc. is provided.)

e. Occasionally individuals approach Gifts and Exchanges Division with a view to book purchase. When this happens the potential purchaser is shown the stock room selection. The money received from a purchase is sent to the Business Office, 329 ML with an account slip attached.

f. Each Friday, the contests of a box representing publications of the University of Utah is mailed to the Utah State Library, Suite 16, 2150 South, 3rd West, Salt Lake City, UT 84115.

3. Distribution and Sale of Marriott Library Publications.

a. The Gifts and Exchanges Division is responsible for the sale of three Marriott Library publications.

1. UTAH. UNIVERSITY. MARRIOTT LIBRARY. BIBLIOGRAPHIC SERIES.
2. UTAH. UNIVERSITY. MIDDLE EAST CATALOGUE SERIES.
3. UTAH. UNIVERSITY. LIBRARIES. PUBLIC SERIALS LIST.

File on each of these titles is maintained in the Gifts and Exchanges Division. A form letter advertizing the BLACK BIBLIOGRAPHY (part of the UTAH. UNIVERSITY. MARRIOTT LIBRARY. BIBLIOGRAPHIC SERIES) can be found in the Appendix (see sample #24).

b. Purchasers of these titles are invoiced on a University of Utah Libraries invoice (see sample #25 in Appendix). A carbon of the triplicate form is sent to the Business Office, 329 ML.

4. General

a. Gifts and Exchanges statistics are submitted to the Acquisitions Librarian on a monthly and semi-annual basis (the December semi-annual report is incorporated in the Gifts and Exchanges Division Annual Report). See samples of statistics sheets in Appendix--#'s 26, 27, 28.

b. A temporary monthly statistics sheet is located on the desk of each Gifts and Exchanges Division SLA II.

—GINIA University of Virginia

Inter-Office Correspondence

DOC. 19

Date: September 23, 1975

To R. W. Frantz, Director

Dept. General Office

From C. A. Kelley
Order Librarian

Dept. Acquisitions

Duplicate Exchange Program
Costs to Alderman Library

During 1974/75, more than 55,000 individual volumes were processed through Gifts and Exchange in order to provide material for the Duplicate Exchange List as well as for other uses. Although only 3,043 volumes were offered on these lists during the year, complete processing was necessary in order to select appropriate material and to retain for Alderman those items necessary to our collection. This processing, including checking against the public catalog, sorting, review by Bibliographers, review by Director for Collection Development, plus the Gift and Exchange Section's listing, mailing, packing and shipping activities consume more than 125 man-hours per week at an annual cost to the Library of nearly $11,500.00. This plus the direct cost of $500.00 for mailing the lists and shipping the material brings the total cost to the Library to nearly $12,000.00 per year. Since Virginia institutions take at least 75% of the material on each list, Alderman Library is directly supporting other institutions of higher learning in the State to the tune of $9,000.00 annually with this program alone.

At no time has the value of the books themselves been included in computing the cost of this program, but because the titles listed are selected with great care and can in no way be regarded as "junk", their value can be approximated at $10.00 per volume. At this valuation, in 1974/75 we gave away better than $30,000.00 worth of material. Because the institutions which take this material are, in the main, state supported, and because the state is funding them better every year, the number of titles on the Duplicate Exchange Lists has dropped each year since 1971/72. In that year, we gave away over 9,000 volumes ($90,000.00); in 1972/73, over 8,000 volumes ($80,000.00); in 1973/74, over 5,000 volumes ($50,000.00). This material could not be sold by us for the same amount, but it should be noted that we do support other institutions in the state to this large degree.

Duplicate Exchange Lists and books are distributed to 47 libraries in institutions of higher education in Virginia: 33 community college libraries; 4 state controlled 4-year college or university libraries; and 10 privately controlled college or university libraries. Because each library is dealt with separately, several institutions are supported to a greater degree than might be expected: e.g. 4 branches of Northern Virginia Community College; 2 libraries at Virginia Commonwealth University; 3 branches of Southside Virginia Community College. In the last four years, among the top ten takers from the lists, five community colleges took nearly 1500 volumes, $15,000.00 worth of material; Virginia Military Institute has taken between 100 and 200 volumes per year for a total of over $7,000.00 worth of material. Figures are not immediately available for the number of volumes taken by every institution on the list, but among the top ten for the last four years, we have five community colleges, three state controlled 4-year institutions and two privately controlled institutions. In the last ten years, Virginia Polytechnic Institute and Old Dominion University have been particularly large takers from the lists. However, in recent years, these two institutions have fallen off as they have become better funded by the state. It seems ironic that this Library helped build their collections to the point where the application of funding formulae now gives them a larger percentage of available state funds at a loss of funds to us.

A list of institutions served by this program is attached as well as a copy of my memo of July 29, 1975, which deals with the larger scope of our entire "give-away" program.

SELECTED PORTIONS OF:

UNIV. OF VIRGINIA
DOC. 20

EXCHANGE SECTION/ALDERMAN LIBRARY

INTRODUCTION

It is the function of the Exchange Section of the Acquisitions Department to distribute duplicate library material, i.e., surplus items not needed by the library. Rather than discarding this material, the Exchange Section locates and distributes to useful outlets for it so that it may be of further use to other libraries.

The bulk of surplus books is offered to other libraries which have an exchange agreement with Alderman. These are made available through a monthly Duplicate Book List which is sent to all participating libraries. Kn returen, these libraries send us book lists from which we select material we could not obtain in any other way.

The bulk of surplus serials is sent to the United States Book Exchange which in turn offers them to other libraries. The magazine dealer Canner buys a limited number of duplicate serials which are listed in its Buyer's Guide. Other serials are designated for Virginia Polytechnic Institute and Mary Washington College.

The Exchange Section also receives all serials from other libraries which are received by the library on an exchange agreement. In return, it sends out the Book List, the VIRGINIA JOURNAL OF SCIENCE, the VIRGINIA QUARTERLY REVIEW, and ESSAYS IN HISTORY.

The Section is finally responsible for the maintanence of the file of college and university catalogues, other than those kept in Reference. It is to assist, when necessary, persons looking for specific information contained in these catalogues, and to aid other libraries in receiving our University's catalogues in exchange for theirs.

TABLE OF CONTENTS

Book List pgs. 7-8
Business Services pg. 13
Canner Bookdealer pg. 11
Claiming (Prodding) pg. 16
College Catalogues pg. 4
Counting and Reports pgs. 5, 10
CURRENT DIGEST OF THE SOVIET PRESS pg. 13
Documents (State and federal) pg. 4
Exchange Fund pg. 15
Exchange Publications Project pg. 3
Files pgs. 1-2, 10
Handling of Incoming Mail pg. 1-5
Keep Nones pg. 2
Mailing pg. 6
Messenger Mail pg. 5
New Items pg. 3
NEWSLETTER pg. 12
Non-Exchange Material pg. 14
Phase-Out Procedure pg. 7
Purchasing pg. 9
Routing Exchange Material pg. 4
Science Reference Material pg. 14
Series used; Series not used pgs. 2-3
Serials pg. 2
Slavic Program pg. 9-10
Smithsonian Institution pg. 6
Special Exchanges pg. 12
United States Book Exchange (U.S.B.E.) pg. 11
VIRGINIA JOURNAL OF SCIENCE pg. 15
VIRGINIA QUARTERLY REVIEW pg.15
Virginia State Library pg. 4, 13
Xeroxing Requests pg. 14

APPENDIX

Booklist Schedule
Cataloging Terms
Exchange Forms and cards
Form letters
Ordering Terms
Use of the Addressograph

HANDLING OF INCOMING MAIL

I. Files

A. Card file

Libraries and other institutions which have exchange agreements with Alderman are listed in the 3x5 card files on the front table in the Exchange office. Since the files are in the process of being revised, there are two sets of cards: old cards are listed alphabetically by institution and new cards are listed according to the correct main entry of the item.

1. Foreign file:
   Foreign institutions are listed alphabetically according to country first, then according to the name of the institution on the old cards in the back of each country's section. In the front of each country's section, cards are filed according to the correct main entry for each item.

2. Domestic files:
   Domestic institutions are listed alphabetically according to the name of the institution (usually a college or university) on the old cards in the back of each letter of the alphabet. The new cards containing the correct main entry can be found at the front of each letter's section. in alphabetical order.

B. Letter files

1. Letter files for monthly and yearly reports of receipts and for the receipts from several institutions are kept in the notebook.

2. All letter correspondence is kept in the letter files in the filing cabinets. Slavic receipts are recorded in the letter files as well as in the card files.

3. Active Correspondence file
   A folder containing copies of correspondence made during the current fiscal year can be found in the filing cabinet in the Exchange office. Active correspondence is any that you are awaiting a reply to, such as serial claims and Exchange orders made for individuals (other than from Makely's or U.S.B.E.)

4. Inactive correspondence file
   This folder, also found in the filing cabinet, is to be used for copies of any correspondence that has ended. At the end of the year, file the copies in their respective folders, which can be found filed by institution in the cabinet. Any copies of Slavic correspondence is to be filed directly into the correct folder for that institution.

C. Making cards for the Exchange files (see also Slavic Cataloging)

1. Periodicals (see below for definition)
   Whenever a periodical comes in to Exchange that has been recorded on

the old Exchange cards, check it in the official serial catalog to be sure it is an Exchange item and not a Keep None (see below) and to find the correct main entry and title. Then, Make a card for the file containing the correct amin entry, title and a "P" to show it is a periodical. Use those cards entitled "Monthly"and "Weekly periodicals." Blue slip the item and send it to Kardex.

2. Serials (see below for definition)
   Whenever a serial comes into Exchange that has been received before and recorded on the Exchange file card, simply fill out a blue slip for the item, guessing at the correct main entry and title, and write a note on the top of the slip to the effect "Pls. send correct m.e. and call# to Exch." Send the item to Serials. The blue slip will be returned to you from Serials containing the correct main entry, title, and call number. Make a card containing all this information and an "S" to show it is a serial and record which issue was received. Make any cross references necessary. If it is a monographic series, record any"Ser. Used" and Ser. not used" all information on the card. (see below.) Use plain manila cards for serials.

II. Definition of Serials (see Appendix for detailed definition)

A. Serials are those items issued in successive parts with numerical or chronological designations and intended to be continued indefinitely (periodicals, newspapers, annual reports, yearbooks, journals, memoirs, proceedings, transactions, etc.)

1. Periedicals aresingle-title serials issued ar regular intervals, usually more frequently than one per year. They usually contain several articles by various authors.

III. Handling Procedure for Regular Mail

A. All periodicals and serials received are recorded in the card files. Each regular serial and periodical has its own card on which its receipt is recorded and dated. All regular material (those without individual cards) is recorded and dated on the old cards (i.e., the set of cards for the institution sending the item.)

1. All serials and periodicals are stamped "Exchange" in the upper right-hand corner of the last page, bookslipped (with the address of the sending institution recorded on the "Exchange" line), and placed on the appropriate line to await delivery to their respective departments (Serials or Kardex.)

B. Keep Nones
   When an item is received and the card in the Exchange file (or official serial catalog, if there is no new card for the item) says "Keep none," fill out and send the institution from which it came a form letter found in the Keep None folder in the filing cabinet. Send Keep none items to U.S.B.E. unless card designates otherwise

C. Series used items:
   When a card in the Exchange file says "Ser. used," fill out a Blue Gifts

and Exchange slip (see appendix for sample) for the item and insert a "Class sep.-Ser. used" (yellow) slip along with the blue slip into the item. Type the correct main entry and title of the item on the yellow slip. Send the book to Search section of the cataloging department. However, when the card in the Exchange file says "Ser. used" and some qualifying statement (such as "Some issues cat. under the no....") then treat as a regular serial, i.e., fill out a blue slip with the correct main entry and call number and the place from which it was received, then send it to Serials.

D. Series not used items
When a card in the Exchange file says "Ser. not used," it is treated exactly as a "Ser. used" item except that a pink "Class sep.-Ser not used" slip is inserted into the item along with the blue slip. It again has the correct main entry and title typed onto it. There will never be any qualifying statements on these cards, therefore, they are always sent to Searching.

On these cards, i.e., Ser. used and Ser. not used cards, as on all other Exchange file cards except Keep nones, record which issue was received and the date the publication was received. Record them under their series title, i.e., by number. (E.g., "No. 134") Examples of these slips are in the Exchange forms and cards in the envelope in the Appendix.

IV. New items
Whenever a new serial title arrives through Exchange (a letter usually accompanies it saying it is a new item), a decision must be made by Mrs. Safran as to whether we wish to receive the item, or, if it can only be obtained on a subscription basis, as to whether we wish to purchase the item. She may tell you to send it to a particular person or department for a decision. If it is to be ordered, it is handled in acquisitions (see Appendix for Ordering Terms.) If we wish to receive it on an exchange basis, a letter must be written to the institution offering the publication offering them something in exchange. Since the Exchange Publications project (see below) has not been completed as yet, the only things we have to offer are THE VIRGINIA JOURNAL OF SCIENCE, THE VIRGINIA QUARTERLY REVIEW, ESSAYS IN HISTORY, the Duplicate Exchange List, or anything we are currently sending to an institution on an exchange basis, such as the NEWSLETTER or things kept in the Receiving Room files. A decision as to what to offer must be made by Mrs. Safran in collaboration with the person making the decision as to whether or not we wish to keep the offered publication.

V. Exchange Publications Project
A project is in the offing which will enable the Exchange Section to offer a greater selection of material to other institutions on an exchange basis.A folder can be found in the filing cabinet labeled "Exchange Publications." This is a file of form letters sent out and returned concerning which University of Virginia publications may be offered on an Exchange basis. When all of the letters have been returned, you and Mrs. Safran should make a decision as to which publications should be offered to an institution in exchange for an item of similar worth and subject matter. Eventually, a sheet should be compiled containing those titles and a brief description of each that the institution may choose in exchange for the offered publication.

VI. Virginia State Library Material
All material from Virginia State Library is bookslipped individually. "Virginia State Library" in entered on the "Exchange"line. The total number of items is recorded and dated on the "Virginia State Library" record sheet in the notebook. College catalogues are sent to Reference, counted. Each item except the college catalogs, must be checked and correct main entry cards made for the special Virginia State Library file. Send to Serials if the item is set and Rare Books if it is not.

VII. State and federal documents
State (Virginia) documents are neither stamped nor dated and are sent to Rare Books. Federal documents (including newsletters) are neither stamped nor dated and are sent to Public Documents. Count these items as Gifts or Exchange, according to the address to which it was mailed.

VIII. College Catalogues

A. The college Catalogue letter file indicates which catalogues should be sent to Reference (all Virginia and major domestic universities and colleges.) If the institution is not listed in this file, the catalogue is filed on the College Catalogue shelves in the stack area next to the Exchange office.

B. College catalogues are not stamped or dated. They are not recorded on file cards but are totaled for inclusion into the daily gifts receipts.

C. They are filed alphabetically according to institution (foreign catalogues according to country at the back) and are kept for five years. It is the responsibility of the Exchange Section to keep the books in this stack section straight and in order.

IX. Routing

A. Material or correspondence going to various departments in the library is addressed with a "P" slip and left on the front table for the mailing room to distribute.

B. Serials and periodicals are kept on their respective shelves until a sufficient amount has been collected. It is then taken to its respective department (Serials or Kardex.)

C. Slavic material is kept on the Slavic Shelf and will be picked periodically by someone from Area Collections. Slavic periodicals and serials are not bookslipped, but Slavic books are. Slavic books are not stamped "Exchange." Any Slavic books ordered and received that are in a language other than slavic are to be sent to the Searching Section of the Cataloging Department, slipped.

D. Smithsonian Institution publications are routed to Public Documents.

E. Exchange Lists received from other institutions are routed as follows:
Lists of periodicals are sent to Kardex
Lists of books and serials are sent to Bibliography
Lists of Slavic, Eastern European and Asian material are sent to Area Collections.

1. When a list includes both serials and books, divide the list, xerox each section, and send periodical section to Kardex, and book and serial section to Bibliography.

2. Requests for new exchange programs and offers of new subscriptions are sent to Acquisitions, Chief Bibliographer, for a decision. Slavic, Eastern European and Asian offers are sent to Area Collections for a decision.

   a. Sometimes a notification of the termination of an item sent on an exchange basis will arrive in Exchange. In most cases, the letter informs you of the subscription rate and offers the item to you on a subscription basis only. In this case, check the official serial catalog for the holdings and give this information and the letter of notification to Mrs. Safran for a decision. If the subscription rate is not included in the letter, she may have you write the sending institution for this information.

3. Processing of lists
   All books (except Slavic) ordered from an Exchange list, are recorded on a request card and a Gaylord multiple form and are sent to Acquisitions. (Examples of these cards and forms are in the envelope in the Appendix.)

X. Counting receipts

A. Daily
All material received through the regular mail is counted and recorded on the daily tally sheet in the notebook. A separate count is made of Slavic and V.P.I. receipts.

B. Monthly
At the end of each month, give a separate total of all exchange items received to Acquisitions. Also, give a count of all purchases made for this library through Exchange (all U.S.B.E. items purchased.) Include the total price in this count. Record the monthly total of receipts in the notebook.

C. Annual (see also Slavic Program)
An annual report must be submitted each year on the preceeding fiscal year (July 1 to June 30.) This report may be completed any time after June 30, but is due no later than 30 November of that same calendar year. This report is one on the general activities of the section and is compiled from all records in the notebook and files.

XI. Messenger Mail

Items to be sent to any departments or divisions of the University are to be sent Messenger Mail. Put in an envelope which has as its return address "Alderman Library, Unversity of Virginia." For larger items, put in a messenger mail envelope, kept on the bottom shelf behind the desk. Extra envelopes can be obtained from Charles Spears in the Receiving Room.

NON-EXCHANGE MATERIAL

I. Occasional requests for the following items come through Exchange:

A. PUBLICATIONS AND RESEARCH: ceased publication 1964.

B. STUDIES IN BIBLIOGRAPHY: contact Bibliographic Society of Virginia, Alderman Library.

C. NEW LITERARY HISTORY: contact Department of English, Wilson Hall.

D. University of Virginia, College Cataloges: contact the University Admissions Office, the Rotunda.

E. William Faulkner's Library: contact University Press of Virginia, Sprigg Lane.

F. MONOGRAPHS FOR THE THOMAS JEFFERSON CENTER FOR STUDIES IN POLITICAL SCIENCE: contact Thomas Jefferson Center.

SCIENCE REFERENCE MATERIAL

I. Science Reference material is exchange material. It is stored in the Receiving room until a considerable amount of material has been accumulated at which time it is put on a special Exchange List. This material includes:

Nuclear Science Abstracts (NSA)
Technical Abstracts Bulletin (TAB)
Scientific and Technical Areospace Reports (STAR)
American Institute of Aeronautics and Astronautics, "International Aerospace Abstracts." (AIAA)

XEROXING REQUESTS

I. In the file cabinet there is a folder containing xeroxing order forms. When an institution requests xeroxing or duplication services, send them a form with a letter informing them of the cost of the service per page (10 cents) the cost of postage and handling (50 cents), and tell tham to return their order to the Photographic Services Department of Alderman.

DOC. 21

UNIVERSITY OF WASHINGTON LIBRARIES
9 November 1970

[redacted]

TECHNICAL SERVICES — SELECTED PORTIONS OF:

GIFT AND EXCHANGE PROCEDURES

I. ACQUISITIONS: Requests for books, serial subscriptions, or other library materials available free or through exchange should be submitted to the Book Order Section of the Acquisitions Division on the standard Library requisition form (Lib. 20). The source of the material requested must be indicated (see Figure 1), and all exchange requests must conform to the policy promulgated in Director of Libraries General Order 27. (For gift policy see General Order 11, Revised 9 November 1970.)

II. PROCESSING MATERIALS RECEIVED:

A. Centrally received: Gift and exchange materials requested through and received directly by the Acquisitions Division are processed in the same manner as purchased materials, and their technical processing normally requires no further action on the part of the requestors. However, as with purchased materials in the same category, those released to a public service unit on a "fix and send" basis which are subsequently submitted for cataloging, must be sent to the Book Order Section together with a completed requisition form.

B. Branch received:

1. To be cataloged:

(a) Added serial volumes:

(1) Binding Not Required: Volumes added to an already cataloged serial which do not require binding should be sent to the Book Order Section with a requisition form which includes call number and, in the "Format" block, the words "ADDED VOLUME". (Figure 2)

(2) Binding Required: If part of a serial is already cataloged, a volume to be bound does not require a requisition form and should not be sent to the Book Order Section. Such materials need only be accompanied by a binding instruction form (Lib. 67) and should be sent directly to the Binding Processes Section. (See General Order 45 - 26 January 1970.)

(b) Other Publications: All other publications received directly by a branch or other public service unit which are to be cataloged should be sent to the Book Order Section accompanied by a completed requisition form. (Figure 3)

In the case of serial titles which will be received on a continuing basis, the form should be headed "BRANCH-CONTAINED SERIAL" and the words "NEW SUBSCRIPTION" entered in the "Format" block of the requisition form. (Figure 4) If a serial volume submitted for cataloging requires binding, it should be sent to the Book Order Section with a completed binding instruction form (Lib. 67), in addition to the requisition form.

2. Subscriptions and continuations to be retained uncataloged: See Section IIIB ("Required Reports - 'Branch-Contained Serials'") below.

III. REQUIRED REPORTS:

A. Gifts-General: All gifts of library materials with a total estimated market value of $2.00 or more must be reported to the Gifts and Exchanges Librarian, who will record them in the Library's Central Gift Record and make the required reports to the University Office of Development. These reports should be made within one month of the receipt of the gift and are the responsibility of the receiving unit, whether or not the gift is to be retained by that unit.

The gift reporting forms are the Report of Gift Card (Lib. 73) and the Report of the Tender of a Gift form (UW 1011-3/64), supplies of both of which are available from the Gifts and Exchanges Librarian. For gifts with an estimated market value under $50.00 only the Report of Gift card need be submitted. For gifts worth $50.00 or more, the recipient has the following options:

1. Complete both the Report of Gift card and the Report of the Tender of a Gift form, clip them together, and forward to the Gifts and Exchanges Librarian. Or:

2. Submit the Report of Gift card together with a memorandum containing the additional information required by the Report of the Tender of a Gift form. (If this option is selected, the Gifts and Exchanges Librarian will complete the Report of the Tender of a Gift form.)

Letters of acknowledgment will normally be sent from the Acquisitions Division, but if acknowledgment is made by the direct recipient of the gift, a copy should be forwarded with the report forms.

See Figures 5 and 6 for examples of completed gift report forms.

B. "Branch-Contained Serials": Serial subscriptions received directly by service units as gifts or on exchange and which are to be retained uncataloged for an indefinite period must be reported to the Serials Section of the Acquisitions Division for inclusion in the Central Serials Record. In such cases, an issue of the serial, together with an accurate bibliographic description, beginning date, volume and issue numbers, location, and the notation "BRANCH-CONTAINED SERIAL" should be sent to the Serials Section. (See Figure 7. The Serials Section will return the serial issue to the reporting unit.)

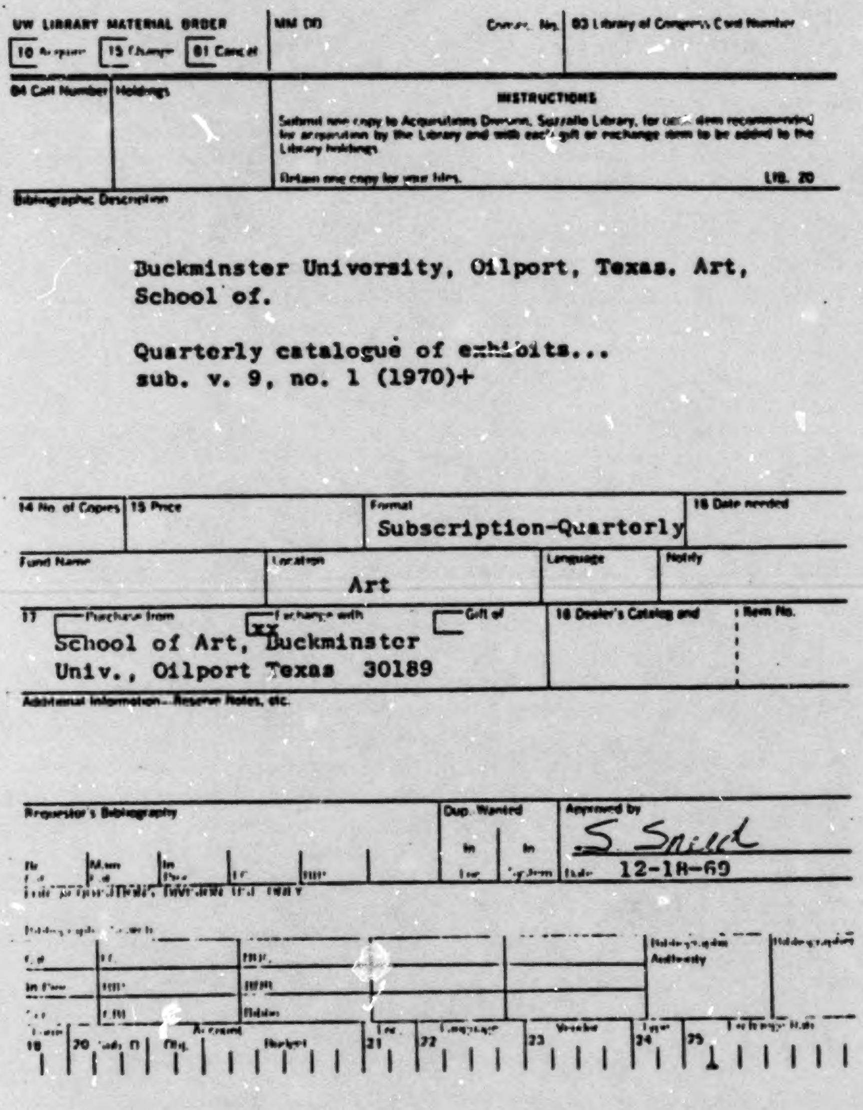
The Serials Section should be notified of cancellations or other status changes affecting reported subscriptions. However, added volumes need not be reported unless they affect the beginning date and volume number previously reported.

Please note that the "Branch-Contained Serial" report need be made only if the serial is (1) received regularly, (2) to be retained indefinitely, and (3) not to be cataloged within a reasonable length of time. However, in all cases where this report is required it must be made in addition to the gift reports described in Section IIIA above.

Peter Demery, Head
Acquisitions Division

FIGURE 1

Example of a Requisition for Initiation of an Exchange Subscription



UW LIBRARY MATERIAL ORDER

10 Acquire | 15 Change | 01 Cancel

MM DD

Contr. No.

03 Library of Congress Card Number

04 Call Number

Holdings

INSTRUCTIONS

Submit one copy to Acquisitions Division, Suzzallo Library, for each item recommended for acquisition by the Library and with each gift or exchange item to be added to the Library holdings.

Retain one copy for your files.

LIB. 20

Bibliographic Description

Buckminster University, Oilport, Texas. Art, School of.

Quarterly catalogue of exhibits...
sub. v. 9, no. 1 (1970)+

14 No. of Copies:

15 Price:

Format: Subscription-Quartorly

16 Date needed:

Fund Name:

Location: Art

Language:

Notify:

17 ☐ Purchase from ☒ Exchange with ☐ Gift of

School of Art, Buckminster
Univ., Oilport Texas 30189

18 Dealer's Catalog and Item No.

Additional Information—Reserve Notes, etc.

Requester's Bibliography

Dup. Wanted: In Lib. | In System

Approved by: S. Sneed

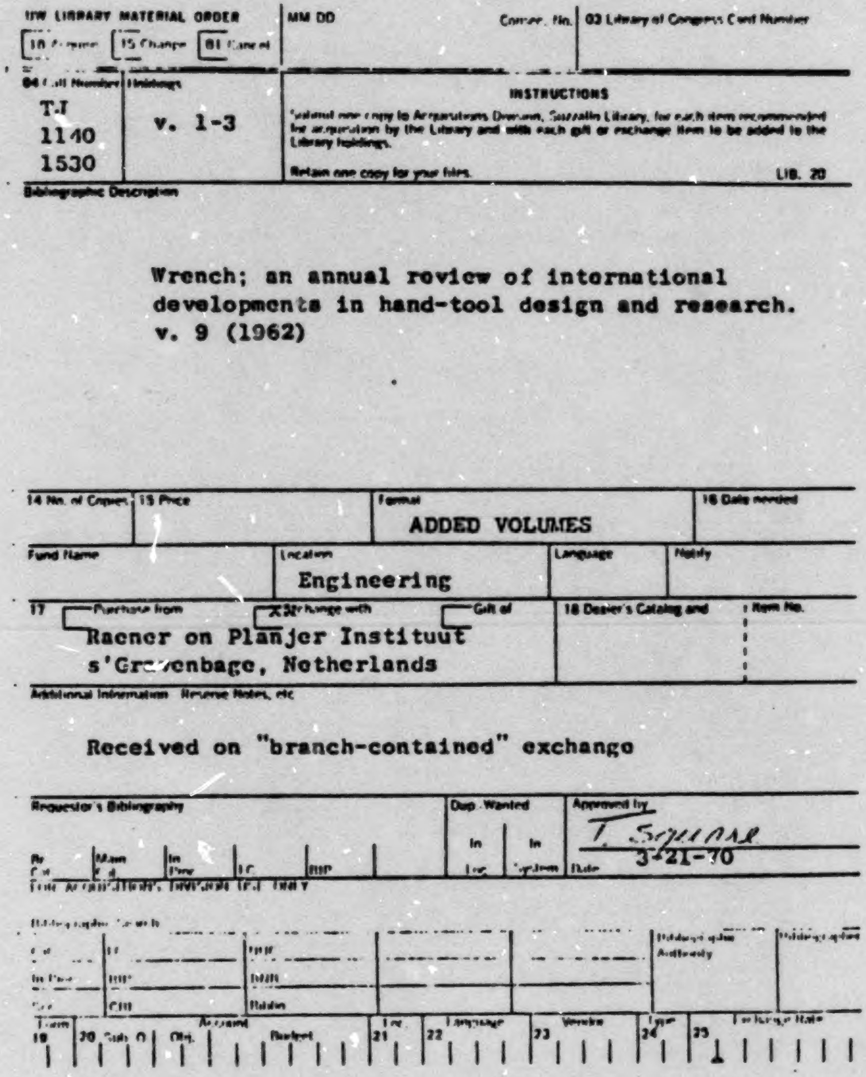
Date: 12-18-69

Account | Budget | Language | Vendor | Type

BEST COPY AVAILABLE

FIGURE 2

Example of a Requisition Form Accompanying a Volume to be Added to a Cataloged Serial Received Directly By a Public Service Unit ("Branch-Contained"):



UW LIBRARY MATERIAL ORDER

☐ 10 Acquire ☐ 15 Change ☐ 81 Cancel

MM DD

Control No.

03 Library of Congress Card Number

04 Call Number: TJ 1140 1530

Holdings: v. 1-3

INSTRUCTIONS

Submit one copy to Acquisitions Division, Suzzallo Library, for each item recommended for acquisition by the Library and with each gift or exchange item to be added to the Library holdings.

Retain one copy for your files.

LIB. 20

Bibliographic Description

Wrench; an annual review of international developments in hand-tool design and research. v. 9 (1962)

14 No. of Copies:

15 Price:

Format: ADDED VOLUMES

16 Date needed:

Fund Name:

Location: Engineering

Language:

Notify:

17 ☐ Purchase from ☒ Exchange with ☐ Gift of

Raener on Planjer Instituut
s'Gravenbage, Netherlands

18 Dealer's Catalog and Item No.:

Additional Information Reserve Notes, etc

Received on "branch-contained" exchange

Requestor's Bibliography

Dup. Wanted: In Loc. In System

Approved by:

Date: 3-21-70

For Acquisitions Division Use Only

Bibliographic Search

Bibliographic Authority

19 Term

20 Sub. O

Account Obj. Budget

21 Loc.

22 Language

23 Vendor

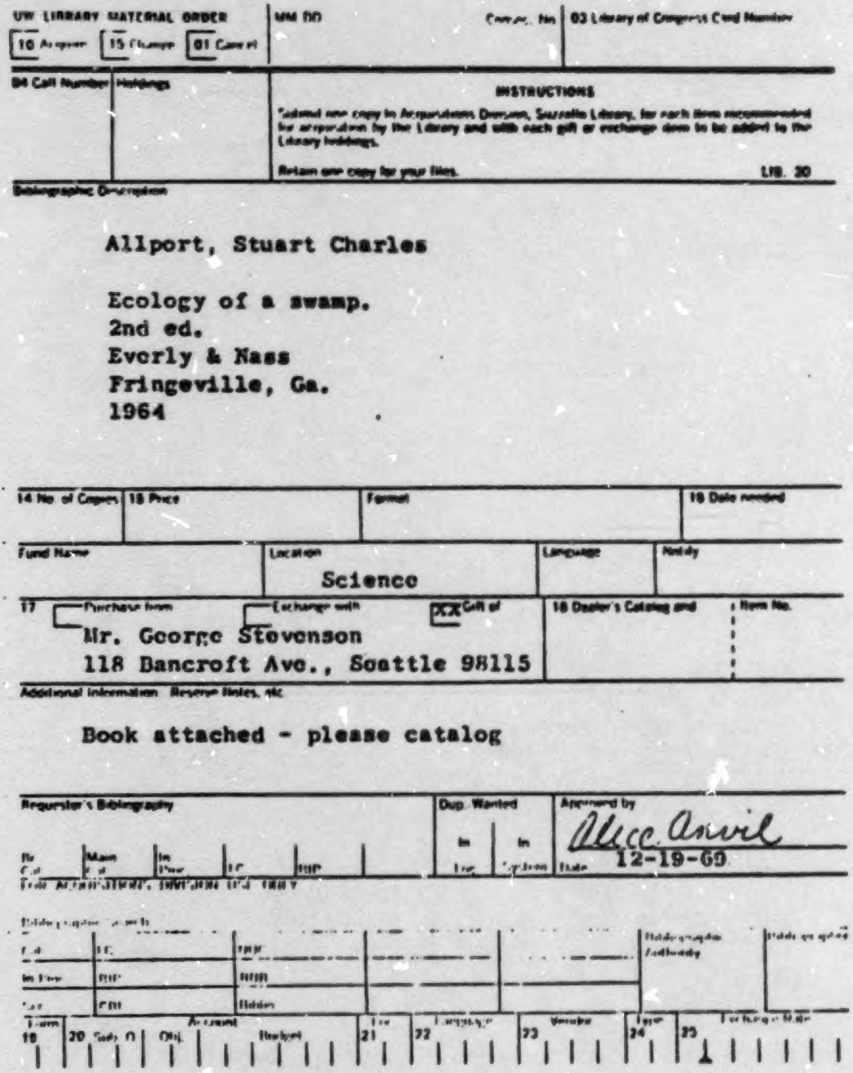
24 Type

25 Exchange Rate

BEST COPY AVAILABLE

FIGURE 3

Example of a Requisition Form Accompanying a Gift Book Submitted for Cataloging



UW LIBRARY MATERIAL ORDER

☐ 10 Acquire ☐ 15 Change ☐ 01 Cancel

MM DD

Consec. No

03 Library of Congress Card Number

04 Call Number

Holdings

INSTRUCTIONS

Submit one copy to Acquisitions Division, Suzzallo Library, for each item recommended for acquisition by the Library and with each gift or exchange item to be added to the Library holdings.

Retain one copy for your files.

LIB. 20

Bibliographic Description

Allport, Stuart Charles

Ecology of a swamp.
2nd ed.
Everly & Nass
Fringeville, Ga.
1964

14 No. of Copies	15 Price	Format	16 Date needed
Fund Name	Location Science	Language	Notify

17 ☐ Purchase from ☐ Exchange with ☒ Gift of

Mr. George Stevenson
118 Bancroft Ave., Seattle 98115

18 Dealer's Catalog and Item No.

Additional information Reserve Units, etc.

Book attached - please catalog

Requester's Bibliography

Re Cat | Main Ent. | In Proc. | LC | NUC

Dup. Wanted: In Lib. | In System

Approved by Alice Anvil

Date 12-19-69

FOR ACQUISITIONS DIVISION USE ONLY

Bibliographic search

Cat | LC | NUC

In Proc. | BIP

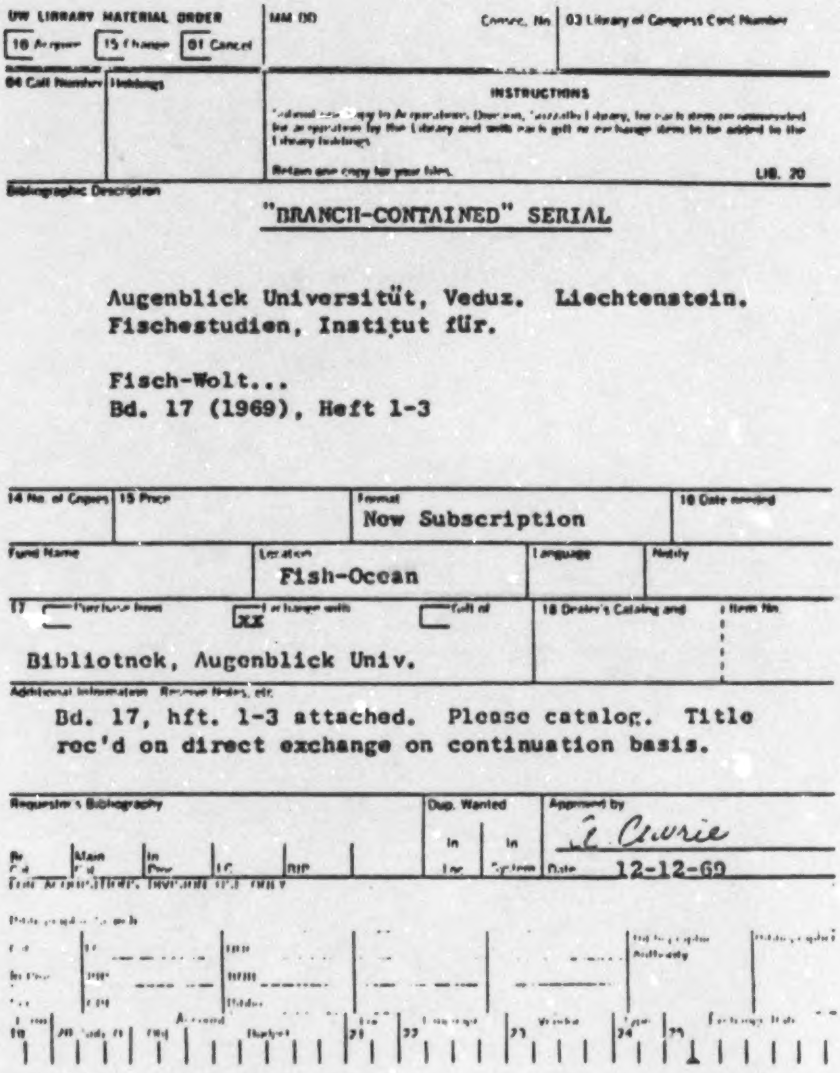
CBI | Holdings

19 | 20 | Obj. | Account | Budget | 21 | 22 | 23 | Vendor | 24 | 25

BEST COPY AVAILABLE

FIGURE 4

Example of a Requisition Form Accompanying Issues Submitted for Cataloging of a Serial Being Regularly Received by Public Service Unit Via Direct Exchange Arrangement



UW LIBRARY MATERIAL ORDER
10 Acquire ☐ 15 Change ☐ 01 Cancel ☐
MM DD
Contrc. No
03 Library of Congress Card Number
04 Call Number
Holdings

INSTRUCTIONS

Retain one copy for your files.

LIB. 20

Bibliographic Description

"BRANCH-CONTAINED" SERIAL

Augenblick Universitüt, Veduz. Liechtenstein.
Fischestudien, Institut für.

Fisch-Wolt...
Bd. 17 (1969), Heft 1-3

14 No. of Copies
15 Price
Format: Now Subscription
16 Date needed
Fund Name
Location: Fish-Ocean
Language
Notify
17 ☐ Purchase from ☒ Exchange with ☐ Gift of
Bibliotnck, Augenblick Univ.
18 Dealer's Catalog and Item No.

Additional information

Bd. 17, hft. 1-3 attached. Please catalog. Title rec'd on direct exchange on continuation basis.

Requester's Bibliography
Dup. Wanted: In Loc. / In System
Approved by: E. Currie
Date: 12-12-69

BEST COPY AVAILABLE

UW 1911—4/69

FIGURE 5

University of Washington

REPORT OF THE TENDER OF A GIFT

(NOTE: This report required only for gifts valued at $50.00 or more)

Instructions: Prepare in sextuplicate and send first five copies to your dean, with the original, signed letter from the donor, for transmittal to the Office of Development. All gifts must be presented to the Board of Regents for acceptance. The third copy of this form will be returned to the dean's office after the Board of Regents has accepted the gift, and the fourth copy will be forwarded to the department concerned.

---

1. Name and complete address of donor or of responsible representative:

Mr. Aaron D. Centaur
94 Waverly Place
Seattle, Washington 98117

☐ Correspondence from donor attached

☒ No correspondence received

2. Amount and description of gift: $ 700.00 (estimate value of noncash gift)

Collection of 117 bound volumes on the American Civil War

3. State donor's purpose:

To improve University Library collection

4. If contribution to an established fund: provide name and number of account

(not applicable)

5. If a new account is required, provide suggested amount name and faculty member responsible

6. What portion of the gift will be available? Income only - ; Principal and income -

7. Does the donor wish to remain anonymous? No

8. A letter acknowledging this offer has been sent to the prospective donor by (if sent, attach copy):

Department ______ Date sent ______ Dean's Office ______ Date sent ______

9. REMARKS:

RECOMMENDED FOR ACCEPTANCE

Date ______ By ______
Director or Chairman

Date ______ By ______
Dean

Date ______ By ______
Director, Office of Development

ACCEPTED BY THE BOARD OF REGENTS ______ Date ______
Secretary

For use of:

Account name ______

Account number ______

Amount received $ ______ Date ______

COPY FOR OFFICE OF DEVELOPMENT

COLORADO STATE UNIVERSITY LIBRARIES

JOB DESCRIPTION

DATE: March, 1976

TITLE: Gift and Exchange Librarian

GENERAL DESCRIPTION: Under the immediate supervision of the Acquisitions Librarian is responsible for all the operations of gifts and exchanges in the libraries.

DUTIES: Organizes the functions and records necessary for gift and exchange activities within the acquisitions program. Works with other departments of the University in establishing foreign and domestic exchanges. Carries on correspondence and public relations to maintain and advance the program. Coordinates and acknowledges all gifts. Consults extensively with subject librarians and other librarians on gifts and exchanges to be added to the collection. Supervises clerical and student assistants. Prepares publications and reports as required and directed. Develops and keeps current gift and exchange policies and procedures.

QUALIFICATIONS: Graduate degree in library science; at least three years of professional experience.

DOC. 23

University of Hawaii
BOR Position Description
Position: Gifts and Exchange Librarian, Hamilton Library

The Gifts and Exchange Section is a unit of the Technical Services Division of the Hamilton Library, and it is under the supervision of the Associate University Librarian for Technical Services. The unit's function is to solicit, receive, and handle gift and exchange material. The function of the position requires supervision of the section's activities so as to enhance the library's opportunity for acquiring these materials, to evaluate the acquisitions with respect to their worthiness for being added to the University's collections, and to accomplish the required procedures for incorporating these materials into the collections.

Duties and responsibilities of the position are as follows:

Examining and evaluating material to determine its acceptability for the collections.

Consulting with staff and faculty in adding material.

Contacting schools and departments on campus in order to develop access to exchange material.

Generating correspondence to institutions throughout the world to effect exchange agreements.

Supervising and training clerical staff in the accomplishment of their duties which consist of initiating work sheets and serials routing forms, checking materials in hand against the collection in order to replace worn, mutilated, or missing items, preparing correspondence, and maintaining the files of the section.

Maintaining current awareness in the general development of the libraries' collections in order to aid in the acquisition of needed gift and exchange material.

Developing potential donars and maintaining rapport with current donars via correspondence and personal contact.

MCGILL UNIVERSITY LIBRARIES

POSITION DESCRIPTION

1. POSITION TITLE: GIFTS & EXCHANGE ASSISTANT LIBRARY: McLENNAN

PRESENT LEVEL: L.A. V DEPARTMENT: ACQUISITIONS

2. TITLE OF IMMEDIATE SUPERVISOR: BIBLIOGRAPHIC SEARCHING LIBRARIAN

3. SUPERVISION RECEIVED:

A. Receives general guidance in establishing policies and objectives ( )

Receives direction mainly as to objectives and services ( )

Receives instructions for special assignments only but otherwise works independently (X)

Receives general instructions on techniques and accepted practices ( )

Receives detailed instructions on procedures and techniques ( )

B. Work is generally not subject to review (X)

Review of work but not for accuracy of technical detail ( )

Complete review of work ( )

4. SUPERVISION EXERCISED

Directs the activities of staff with responsibility and corresponding authority for performance of all operations in a major section, dept., or library ( )

Directs the activities of staff with responsibility and corresponding authority for the performance of all operations in a section of a dept. or library ( )

Trains staff and reviews work with responsibility for work done and corresponding authority to make revisions and changes as required ( )

Trains staff and reviews work with responsibility for accuracy of work ( )

Positions Supervised

Title Grade Level

5. QUALIFICATIONS REQUIRED FOR THIS POSITION

Education- University degree or equivalent Library experience.

Experience - Two years, library experience. Proficiency in reading and writing English essential.

Time Required to gain Proficiency

3 - 6 months

Special Requirements (e.g. Languages, Non-degree specialization)
Reading knowledge of one or more languages (other than English) necessary for current acquisitions programmes. Ability to work independently with a minimum of supervision. Ability to communicate, orally and in writing, with donors and prospective donors. Minimum typing speed 45 W.P.M.

6. GENERAL DESCRIPTION:
Responsible, under the Bibliographic Searching Librarian for the acknowledgment and processing of gifts; communicating with donors and prospective donors; recordin exchange publications received and sent out. Responsible for the receipt and the processing of theses from the Faculty of Graduate Studies. Responsible under the Bibliographic Searching Librarian for the bibliographic searching of monographs at the pre-order stage of certain funds or of certain libraries. Performs related duties as assigned.

7. DUTIES AND RESPONSIBILITIES (To be continued on separate pages if necessary)

timated
r cent
total
rking
me.

Gifts and Exchanges

64%

Communicates with donors and prospective donors in writing or verbally regarding gifts. Arranges for collection of gifts. Composes and types letters of acknowledgment. Checks gifts for duplication in McGill Union Catalogue, In-Process file and Standing Order file. Notifies Selectors and departmental librarians of new gifts. Prepares and types 5-part forms for all gifts to be added to the collection. Receives and answers correspondence relating to exchanges. Records exchange publications received and sent and prepares material for mailing. Maintains relevant files.

Theses:

Checks lists of theses sent from Faculty of Graduate Studies for accuracy. Prepares necessary receipt. Prepares and types 5-part forms for each thesis and delivers theses when requested to Cataloguing Department. Supplies information to the Reference Department on newly received theses.

es not generally apply to Librarian Position Descriptio

DUTIES AND RESPONSIBILITIES (continued...)

timated
r cent
total
rking
me.

Bibliographic Searching

Pre-Order Searching of Specific Funds

1. Duplicate search in following files
    1. In-Process file
    2. Standing Order file
    3. Kardex
    4. McGill Union Catalogue
    5. Shelf List
    6. Name Authority file

35%

2. Catalogue copy search in following files. This includes Main Entry search.
    1. Computer Terminal

        (i) MARC file
        (ii) BNB file
        (iii) CANMARC file
        (iv) Union file
        (v) Personal file
        and any additional files as they become available.

    2. Micrographic Catalogue Retrieval System
    3. National Union Catalogue
    4. McGill Union Catalogue (for Main Entry search if necessary)

3. Verification search (if no catalogue copy found as above) in relevant searching tools, such as, Deutsche Bibliographie, Canadiana, Books in Print, Cumulative Book Index, British Museum, Livres du Mois, Ulrich's.

4. Price and availability search in following files:
    1. Publisher's Catalogues
    2. Publisher's Trade Lists
    3. Special Brochures
    4. Requests by letter to publishing house or agent for quotations

5. Agenting
    1. Agent according to current practices

oes not apply generally to Librarian Position Descriptions

DUTIES AND RESPONSIBILITIES (continued...)

timated r cent total orking me.	Searching for material received, i.e. gift material that has been accepted in to the collection.

1. Catalogue copy search in following files:
   (This includes Main Entry search)
   1. Computer Terminal
      - (i) MARC file
      - (ii) BNB file
      - (iii) CANMARC file
      - (iv) Union file
      - (v) Personal file

      and any additional files as they become available
   2. Micrographic Catalogue Retrieval System
   3. Further search where necessary in:
      - (i) Standing Order file
      - (ii) Kardex
      - (iii) Shelf List
2. Identify material of a serial nature.
   1. With as much information as is available on each serial title, give to the Bibliographic Searching Section or Kardex Section for further handling.

Statistics

1% Daily, monthly and annually.

es not apply generally to Librarian Position Descriptions

8. RELATIONSHIPS

1. Consults with Bibliographic Searching Librarian on acknowledgment of gifts or regarding prospective donors.
2. Maintains relationships with Selectors and Librarians, with the Mail Room staff, the Cataloguing Department, the Acquisitions Staff and the Thesis Office.
3. Consults with Bibliographic Searching Librarian (or Head Searcher in the former's absence) on bibliographic searching problems.

Date....September 8, 1975.................... Signed....Davena Davis....................
Immediate Supervisor

Date....September 18/75...... Signed.....................
Librarian-in-Charge

5/72

POSITION DESCRIPTION

(147)

University of Michigan

DOC. 25

POSITION DESCRIPTION

POSITION TITLE HEAD, EXCHANGE AND GIFT SECTION
Name of Librarian Robert G. Carter
Immediate Supervisor Assistant Head (for selection) of Technical Services Dept.

Department Technical Services
Section Exchange and Gift Section
Unit
Analyst
Dates Analyzed Before 1/1/74

JOB SUMMARY:

WORK PERFORMED:

% of Time

40 o/o

1. Supervises and trains the Assistant Exchange and Gift Librarian who performs the following duties: conducts exchange negotiations and renegotiations with the assistance of the Exchange and Gift Librarian: assists in screening, searching and distributing materials received by exchange and gift: performs complicated bibliographic searching in a variety of languages, supervises and trains part of the time of a Library Associate, a half-time Library Assistant (C-4), and a Part-time Assistant, and approves for payment all invoices involving exchange funds.

Supervises and trains (part of the time) a Library Associate (30 hours per week) in the performance of her regular duties: sorting and distributing incoming messenger service materials; establishing and verifying main entry for items to be added to the collections; coding fanfolds to be key punched; investigating claims of non-receipt (typing of claim letters delegated to half-time Library Assistant (C-4); noting responses to claim letters on section's records and notifying Serials Acquisition Section and the divisional library instigating the claim; receiving, recording and searching gifts;

POSITION TITLE HEAD, EXCHANGE AND GIFT SECTION

WORK PERFORMED (Cont'd.):

% of job

and some bibliographic searching necessary to purchase specific items to be sent on exchange.

Supervises and trains (part of the time) of a half-time Library Assistant (C-4) in the performance of the following duties: the typing of correspondence and a variety of records for the section; filing of correspondence and records; preparing acknowledgments of all gifts received; and processing computerized fanfolds for exchange and gift items which are forwarded for cataloging.

Supervises and trains (part of the time) a Part-time Assistant (18 hours per week) who performs the following duties: packing, labelling, and mailing of exchange and gift materials to other institutions; maintaining records and statistics on distribution; maintaining stock in stock room; and maintaining address-o-graph file of exchange distribution mailing lists.

Interviews and recommends for hiring applicants for professional and non-professional positions.

Approves time cards, vacation, and sick leave for Exchange and Gift staff. Performs periodic evaluation on full-time employees and makes recommendations and approvals for merit increases.

Interprets University Library policies on the section level. Recommends procedure and/or policy changes to the Assistant Head of Technical Services in Charge of Selection. Assists in formulating procedures concerning duplicate items.

2. Reads all incoming Exchange and Gift correspondence and refers 35 0/0
80 percent to other section members for disposition. Consults with other members of the Graduate Library staff for translation assistance as required.

Retains and handles the remaining 20 percent which is problematic correspondence, conducts bibliographic searching and background research involving complicated entries for titles in more difficult language areas—Slavic and oriental.

Reads and signs all outgoing correspondence.

Solicits, negotiates and renegotiates exchange agreements with institutions throughout the world (3,210 institutions; 2,240 foreign and 970 domestic). Receives and reviews list of publications offered on exchange and delegates searching of items to Assistant Exchange and Gift Librarian and/or Bibliographic Searching Section to determine whether the items are already in the University of Michigan Library collections.

POSITION TITLE HEAD, EXCHANGE AND GIFT SECTION

WORK PERFORMED (Cont'd.):	% of job
Refers lists of items not in the collection to the Selection Officer, divisional libraries, or other specialists in subject or language area to determine whether need is sufficient to warrant initiating exchange or enlarging present exchange agreements.	
Evaluates items requested and/or received on exchange and determines and selects items of equivalent value to be sent or offered in return. Refers any items where acceptability is dubious to the Selection Officer for a decision.	
Receives from Selection Officer, Head of Book Purchasing, Bibliographic Searching Section and Divisional Libraries for consideration and disposition, requests for materials that possibly could be acquired by exchange.	
3. Acknowledges all gifts received by the University Library. Delegates typing of form letters of acknowledgments to the half-time C-4. (All formal acknowledgments appear with the signature of the Director of the University Libraries). Receives and screens gift collections to the University Library from individuals, business organizations, libraries, and bequests from estates.	15 0/0
Bears responsibility for disposition of gift materials: considers additions or replacements to the collection; offers to University of Michigan campuses at Flint and Dearborn; reserves suitable items for sale; fills requests of a variety of libraries for particular types of publications, forwards appropriate duplicates to U.S. Book Exchange and/or Michigan State Library, and discards worthless and unwanted duplicates. Consults with the Selection Officer for suggestions and guidance regarding some decisions.	
Refers all requests from private individuals and book dealers to purchase specific items from surplus gift duplicates to the Selection Officer in order to acquire permission to sell from the Comptroller of the University.	
Supervises packing and shipping of material to the Center for Research Libraries.	
4. Adminsters Exchange and Gift budget ($23,000 per year) and selects materials to be purchased in order to offer on exchange items of an equal value or of an equivalent nature to those being received. Authorizes subscriptions and standing orders for non-University and University of Michigan publications which must be purchased.	10 0/0

POSITION TITLE HEAD, EXCHANGE AND GIFT SECTION

WORK PERFORMED (Cont'd.):	% of job

(Not all University of Michigan departmental publications are made available to the Exchange and Gift Section free of charge; some may be complimentary, many are available at a reduced rate, and a few must be purchased at full price.)

Contacts various University departments and faculty regarding publications (not in exchange stock) for which requests are received from exchange partners.

Consults and/or is consulted by members of the Library system, faculty, and other institutions and individuals on all matters regarding exchanges and gifts.

PERIODIC DUTIES:

1. Prepares and submits monthly and annual reports to the Head of the Technical Services Department.
2. Assists in preparation of quarterly Acquisition statistics.

POSITION DESCRIPTION

University of Notre Dame

DOC. 26

Job Description

Title: Gifts and Sales Assistant

Class: Library Assistant

Basic Function and Responsibilities:

Under the direction of the Supervisor of Gifts and Sales, this person will assist in supplying the information and bibliographic data necessary for the decisioning and cataloging of library materials received as gifts or through bulk purchase. This person will also provide clerical support and assist in record keeping and in the organization of materials received in Gifts and Sales.

Typical Duties:

Searching materials in the public catalog to determine possible duplication; providing accurate bibliographic data (which may involve use of the computer terminal and interpretation of machine data) to assist the decisioner and the catalog department; keeping certain statistics; typing lists of gift materials received; helping in the organization of gift and bulk purchase material on the shelves; preparing unnecessary items for sale and checking duplicate copies on the shelves to see if copy is missing or in poor condition and requiring replacement.

Accountability:

Performance is measured by accuracy in recording data and intelligence in its interpretation; speed in routine tasks of processing and skill in the technical tasks which aid the efficient incorporation of gift materials into the collection (typing, perhaps use of the computer terminal and general organizational ability.)

Qualifications:

Some familiarity with library bibliographical practices; basic typing skill; evidence of sufficient maturity to work well independently is desirable.

DOC. 27

Position Description

Title: Gifts and Sales Section supervisor

Classification: Library Assistant III

Function: To assume responsibility for the routine reception, organization, preliminary processing of gift or special purchase material and to assist in the disposition of unwanted materials.

Typical duties: To organize the material on the shelves in a way that facilitates its efficient handling.

To direct the work of one or more full or part-time assistants in searching and shelf-checking activities.

To do preliminary screening of materials as to general type, physical condition, etc. for possible discard.

To assist in arranging for disposition of materials by sale or otherwise.

To maintain necessary files and report relevant statistics on the activities of the Gifts and Sales section.

Qualifications: At least some College education and/or appropriate experience with libraries or the book trade.

Interest in bibliographic accuracy and good practice.

Evidence of good administrative and organizational skills.

Indication of sufficient maturity and stability to supervise others and make independent decisions.